



Manifest Certification

technical

GUIDE

2002-2003

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MAC Purpose

The Manifest Analysis and Certification (MAC) program is a process designed in cooperation with the mailing industry to certify manifesting software. MAC determines whether manifest mailing software accurately lists and calculates postage for identical and/or non-identical permit imprint mailpieces according to the standards of the *Domestic Mail Manual* (DMM), *International Mail Manual* (IMM), and Publication 401, *Guide to the Manifest Mailing System*. MAC is available **only** to software and hardware developers, meaning companies that develop manifest software or manufacture manifesting equipment for resale or internal use.

Participation in the program is voluntary. Although this program evaluates and validates manifest products manufactured by developers, MAC **does not** guarantee acceptance of mail prepared using MAC-certified hardware and/or software. It does, however, provide for national approval of computer-generated facsimiles of United States Postal Service (USPS) postage statements, standardized documentation, and other manifest documentation.

MAC Overview

MAC is a certification process for USPS manifest mailing products that evaluates product accuracy using test data in mailpiece description files. Each record in a file represents a specific mailpiece and is described by attributes such as the following:

- Name and address of recipient
- Mail class
- Processing category
- Weight in pounds
- Special service type
- COD amount
- Dollar value
- Identification number
- Country code

Each test file represents a specific manifest category. To achieve certification, the manifest product must accurately manifest, calculate postage, and assess special service fees (where applicable) by following the setup parameters for each test processed. After processing the test file, developers return all documentation produced by their product to the USPS National Customer Support Center (NCSC).

For each specific manifesting category tested, the USPS evaluates the documentation for listing, class, rate, and postage accuracy. In addition, the accuracy, format, and content of facsimile postage statements and any other postal forms (where applicable) are evaluated. If the USPS determines that the manifest mailing product satisfies all applicable standards, the developer's product is issued MAC certification for that category(s).

Certification is valid until the end of the current cycle. Developers whose products are certified in any or all categories receive a MAC certificate and have their name, address, and manifest mailing product name and version number published in the *Postal Bulletin* and the *Manifest Certified Product List*.

The MAC Process

The developer can test in any or all available categories. Due to the complexity of programming manifest software products, the USPS asks that developers submit all files at one time they intend to certify in a particular cycle.

Developers must complete and return the test files within 30 days. After test processing, developers must return all hardcopies to the USPS, preferably via Express Mail, however, since developers are responsible for return shipping costs, Priority Mail is also acceptable.

NOTE: *Manifest test file output returned by commercial carriers other than the USPS will not be accepted.*

Test data is provided in the form of address files. Each manifest scenario has its own address file and specific characteristics, such as mailpiece dimensions, specific entry point, processing category, etc. Each file is processed as a specific manifest job with explicit parameters. MAC is a certification standard of excellence, therefore, we will certify and list your product's required and optional mail preparation standards for each manifest category.

After processing the test(s), the developer must return all required manifest documentation produced by the product to the NCSC.

Each file is graded individually for accuracy of the manifest and compliance with current DMM, IMM and Publication 401, *Guide to Manifest Mailing System* regulations. The evaluation includes inspection of the following:

- Standardized Manifest Reports
- Computer-generated postage statement facsimiles
- Manifest Summaries
- PS Form 3877 facsimiles
- Shipping labels containing manifest permit imprints
- Exception Report
- Other manifest documentation

If any errors preventing certification are detected, the developer will be given an evaluation report identifying the specific violations and the appropriate DMM, IMM, Pub 51, or Pub 401 references. After the errors are corrected, the developer is responsible for ordering a new test file. The original test cannot be reprocessed. The MAC Department may request that a product be retested in certain categories if a failure or modification affects another category.

MAC Gold Purpose

The MAC (Manifest Analysis and Certification) Gold Certification program is a process designed in cooperation with the mailing industry to evaluate manifest systems developed by the vending industry and to determine the system's compliance with the manifesting standards set forth in the current *Domestic Mail Manual* (DMM) and Publication 401, *Guide to Manifest Mailing System*. MAC Gold evaluates the ability of the manifest system (scales, printers, scanners and software) to produce accurate postage and fees as well as quality documentation. The scope of MAC Gold is focused on the manifest system's ability to correctly process single-piece First-Class Mail, Priority Mail, Parcel Post, Insurance, and Confirmation Services. Developers using MAC Gold will be pre-certified to use Confirmation Services after the appropriate forms are submitted (meaning a Form 1357 and application). MAC Gold is a division of the MAC program currently administered by the National Customer Support Center (NCSC). When a system is approved by the NCSC under MAC Gold, an MMS (Manifest Mailing System) needs no further approval as long as the system is installed and operated according to the developer's instructions. There are many benefits to the MAC Gold program:

- Customers experience quick, easy start-ups
- Developers can expand customers mailing with the USPS
- Systems are uniform and accurate
- Customers are not required to maintain quality control documentation
- USPS administrative costs are reduced

MAC Gold has different approval procedures from standard manifest approval procedures. These include different mailer quality control requirements and postal acceptance procedures. This certification program is only available to manifest system developers. Participation in the program is voluntary. Although this program evaluates and validates manifesting products manufactured by developers, MAC Gold does not guarantee acceptance of mail prepared using MAC Gold-certified hardware/ software platforms. MAC Gold does, however, provide national approval of computer-generated facsimiles of USPS postage statements, standardized documentation, and other manifest documentation.

MAC Gold Overview

MAC Gold certification is the same process as MAC. Once all documentation has been verified and is correct, then the second phase of testing is conducted at the NCSC.

Participants in the program will indicate the particular equipment that is compatible with their software. An NCSC evaluator will set up and use the system to simulate a manifest just like your customer will use. During this process the system will be tested for accuracy in the following areas:

- Weight calculation using weigh scales
- Postage calculation
- Format, content, and readability of barcoded and/or address label(s)
- Format and content of manifest reports
- Format and content of postage statements
- Delivery and Signature Confirmation electronic manifest file generation

When the results of the evaluation are successful, the manifest product will be awarded MAC Gold certification. If updates are made to your software that affects the manifest logic or if new components are supported, compatibility retesting will be required.

Note: *The USPS has the right to revoke a certification if errors were detected after certification and the developer does not resolve them.*

The MAC Gold Process

The developer's manifest product must support single-piece rate First-Class Mail, Priority Mail, Parcel Post, Insurance, and Confirmation Services. The manifest product must also support MAC Gold standard documentation and the standard shipping label discussed later in this technical guide. Developers attempting MAC Gold certification are required to complete all three stages of testing outlined in Section 1 of this guide. All hard copies must be submitted to the USPS via Express or Priority Mail.

Note: *Hardcopy output and software should not be submitted by other commercial delivery companies.*

Test criteria will include the following:

- Postage calculation and zone assignment of single-piece First-Class Mail, Priority Mail, Priority Mail – Flat Rate, Parcel Post – Intra BMC, and Parcel Post – Inter BMC for both machinable and non-machinable parcels
- Weight calculation
- Fee calculation for Confirmation Services
- Creation and transmission of the electronic Delivery and Signature Confirmation manifest file

- Correct calculation of insurance fees
- Format of the MAC Gold Manifest Listing
- Format of the Postage Statement facsimiles
- Format of the MAC Gold Standard Shipping Label
- Readability of the Postal Routing Barcodes

The MAC Gold team will manually review documentation to determine if any manifest or report format errors exist. If the electronic file and documentation presented is deemed 100% accurate and in compliance with current DMM regulations, certification is awarded. If any errors preventing certification are detected, the developer will be given an evaluation report identifying the specific violations and the appropriate references from the DMM, Publication 401 – *Guide to the Manifest Mailing System*, or Publication 91–*Confirmation Technical Guide*. Certification is effective for one year or until the end of the current cycle. A developer whose product has been certified receives an official MAC Gold certificate and will have their name, address, and manifest product name and version number included in the list of Manifest Certified software products. The list is published at the end of the testing cycle in the Postal Bulletin, and reprints are available through the NCSC. The list is also available on the Internet at <http://ribbs.usps.gov/files/MAC/CSD/>.

Throughout this manual, any reference to a “manifest product” implies a product written for a specific hardware/software platform at the current version number.

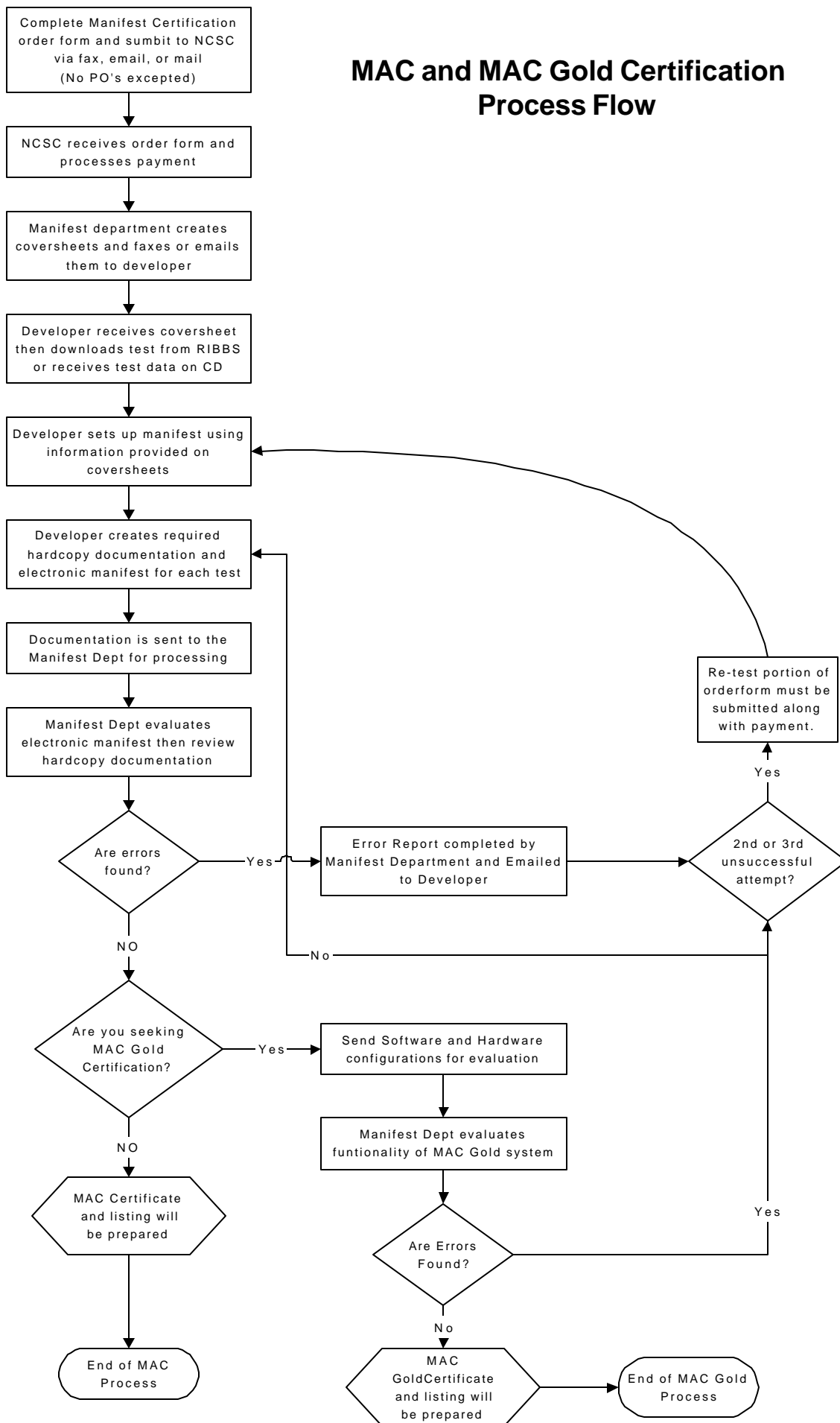
Example:

Developer	Manifest Product	Platforms	Version
Manifest R Us	FASTman	Windows NT for PC	1.2

The Difference in MAC and MAC Gold Certification

MAC certifies software only based on documentation that is sent by the developer. MAC Gold also certifies documentation furnished by the developer and then goes a step further and certifies the functionality of the software and hardware. MAC offers a wider variety of areas of certification while MAC Gold is limited to non-content base mail such as Priority Mail and Parcel Post. “Gold” certification does not necessarily provide the “best” certification. Customers who are seeking products that process Media Mail for instance would not benefit from MAC Gold. Keep your customers’ needs in mind when choosing which certification program that is right for your product.

MAC and MAC Gold Certification Process Flow



Version Number Policy

All MAC/MAC Gold certifications are awarded to specific versions of manifest products. To receive MAC/MAC Gold certification, these guidelines must be followed:

- If all submitted tests are completed without the need for any corrections or changes, the original version number of the manifest product submitted will be certified.
- After grading and before certification, if corrections or changes to manifest logic are required for any of the test categories, a new version number will be specified by the developer of the manifest products after all corrections and modifications are successfully completed.
- Developer will provide the MAC Department with an estimated release date for the certified version.
- Changing a MAC/MAC Gold-certified product's version number requires recertification of the product at the new version number.

Version Number	Revision Number	MAC/MAC GOLD Cycle	Manufacturer Number
2.01	0.03	.C *	.99.06
Field A	Field B	Field C	Field D
		* MAC Gold Cycle C, MAC Cycle D	

Field A

Contains the software version number assigned by the developer. The number left of the decimal point represents the major release number, and the number to the right of the decimal point represents the version of the manifest logic code. Any change to an existing software product's manifest logic must be reported in writing to the MAC Department at the National Customer Support Center (NCSC) before release. The change will be evaluated to determine whether the product requires recertification.

NOTE: Changing a MAC/MAC Gold-certified product's version number requires recertification of the product at the new version number.

Field B

Contains the software revision number representing any non-manifest logic change to the software product. A change in the revision number would be enacted by, but not limited to, an update of postage rate tables, labeling lists, or zone charts; enhancements to the user interface, updates to print drivers, or other revisions or updates.

Field C

Contains the MAC/MAC Gold cycle indicator assigned by the MAC Department.

Field D

Contains the manufacturer number, which may be used by the manufacturer to indicate other internal tracking information such as monthly or quarterly database releases.

NOTE: If Field D is used to indicate database release dates, the USPS recommends using a 2-byte number to indicate the year followed by a decimal and another 2-byte number to indicate the month of the database.

Product and Version Number

The USPS requires developers to indicate the product name and version number at the bottom of postage statement facsimiles and in the header portion of the manifest listing/*USPS Qualification Report*. Doing so will help resolve errors or problems encountered when the manifested mailing is presented for acceptance.

Advertising MAC & MAC Gold Certified Products

The USPS prohibits the use of any MAC/MAC Gold phraseology on official USPS forms and required documentation, including postage statement facsimiles, manifest listing, manifest summary, and PS Form 3877, *Firm Mailing Book for Accountable Mail*. However, MAC-certified developers may use the phrase “MAC-certified” on marketing materials and other user documentation if it corresponds to and identifies a specific manifest category for which the product is certified. A camera-ready MAC/MAC Gold logo sheet will be provided for use in developing advertising, packaging, and marketing materials. Duplication or reproduction of the logo is authorized under the following conditions:

- All certified manifest categories are specified.
- The logo is not altered in any way.

If the logo is reproduced or duplicated in color, you must use the following ink colors:

- Blue = Pantone 294CVC
- Red = Pantone 485CVC
- Gold = Pantone 130CVC
- Black and white = Process

Licensing Certified Products

If the MAC/MAC Gold-certified software is licensed to or from another company, the National Customer Support Center (NCSC) must be informed in writing, and the new product must pass certification testing to obtain certification.

Multiple Products with Same Manifest Engine

If you use your MAC/MAC Gold-certified software as the manifest engine for other products within your product line, we recommend that you certify each individual product. However, you can obtain blanket certification for all products after passing the certification test for the original product. To do so, notify the NCSC of this product interrelationship in writing on company letterhead. The NCSC reserves the right to conduct random tests of any certified product during the certification cycle.

Field Error Detection and Resolution

Occasionally, manifest errors are detected and reported by USPS field personnel or mailers after a MAC/MAC Gold-certified product has been distributed to customers. If errors are detected, the MAC Department will use the following protocol to resolve the problem:

1. Start an incident report file for the product and version number.
2. Determine whether the problem is a manifest error or some other problem, such as a user setup issue.
3. Notify the developer of the problem.
4. Consult the developer to determine a reasonable time frame in which to correct the problem. If the time frame is exceeded, MAC/MAC Gold certification could be revoked or suspended.
5. Request that the developer retest any applicable test files before release.
6. The developer will release a patch to all customers when the MAC Department determines that the problem has been corrected,.

The MAC Department is dedicated to assisting developers in achieving the highest quality manifest products possible. The field error detection and resolution policy is a tool for ensuring product quality. Regardless of cycle schedules, quality assurance remains an ongoing, critical component of MAC & MAC Gold certification.

Selection Rationale

MAC/MAC Gold evaluates the accuracy of manifest products by testing a variety of manifest scenarios each certification cycle. The USPS selects different scenarios based upon, but not limited to, three key factors:

- Manifest categories most often used by different mailers (to cover the wide range of manifested mailings).
 - Manifest categories with common error that have been reported by Business Mail Entry Units (BMEUs).
 - Changes in manifest rules and guidelines.
- Upon passing the MAC/MAC Gold test(s), each product is awarded a certificate specifying each manifest category and options supported.

MAC/MAC Gold Calendar

April 24, 2002

June 30, 2002

180 Days from start date

December 31, 2003

Testing Begins

Certification ends for MAC Cycle C and MAC Gold Cycle B

Last Day to Participate

Certifications expire

Testing Fees

Manifest certification fees are designed to encourage early participation. The sooner tests are order the lower the fee. Below is the fee schedule.

	April/May	June/July	August	September*
Initial Fee	\$150.00	\$300.00	\$400.00	\$500.00
Re-Test	\$ 75.00	\$150.00	\$200.00	\$250.00

**last month to order*

Data Products Available

The NSCS has a variety of data products and services available for developers to utilize in creating a comprehensive manifest product. For information regarding the availability, applicable costs, etc. of these items, contact the NCSC at 800-238-3150 and request a free copy of *The Official Guide to Postal, Products, Services, and Publications*.

Products and Services include, but are not limited to:

- Zone Chart
- City State File
- Delivery Statistics File
- Labeling Lists
- ZIP +4

General Testing Instructions

Once the order form and testing fees have been received we will create custom test coversheets and fax or email them to you. From the date you receive the coversheet you are allowed 30 days from that date to process and return the required documentation. Retest fees will be charged after three unsuccessful rounds of testing. Tests that are not received within 30 days will count as a fail.

Products Attempting MAC Certification

Step 1: Complete order form including payment information and fax or mail to the NCSC.

Fax: 901-821-6206

Mail: National Customer Support Center
MAC Department
6060 Primacy Pkwy Ste 201
Memphis, TN 38188-0001

Step 2: After payment for testing fees has been processed, coversheets will be created and sent to the developer either by fax or regular First-Class Mail depending on the type how you wish to receive the test files. Tests may be downloaded at <http://ribbs.usps.gov/files/MAC/TSTFILES/> and coversheets will be faxed or emailed. If you would like to receive test files on CD the coversheet will be mailed.

Step 3: Process test files utilizing the test file layout provided in this technical guide.

Step 4: Create an electronic version of your manifest using electronic manifest file layout provided in this technical guide.

Step 5: Produce the following hard copy documentation; manifest, Form 3877, postage statements, summaries, labels and exception report. Samples of this documentation are provided in this technical guide or in Publication 401. The coversheets must be packaged with each manifest and supporting documentation.

Step 6: Forward all documentation to the address listed above.

Products Attempting MAC Gold Certification

Perform all of the steps listed for MAC Certification. Once all documentation has been reviewed and is 100% accurate the MAC Department will instruct you to submit your software.

Once your software has been received it will be installed along with scales and printer that have been listed on the certification order form. The MAC Department will then perform test on the manifest system. Please have a representative from your company available for phone support during this phase of testing.

List of Tests Available

MAC Gold

Single-piece rate First-Class Mail Priority Mail, Priority Flat Rate Envelope, Parcel Post Delivery Confirmation, Signature Confirmation, and Insurance with integrated barcode only.

MAC

The following tests are available with or without special services. Tests that include special services include **ALL** special services. Each test also includes multiple processing categories (letter, flats, parcels, machinable, non-machinable, automation and non-automation). Special services or processing categories the software does not support may be dropped. Please indicate this information on the exception report accompanying each test.

Domestic

First-Class Mail (Single-Piece)

Priority Mail/Priority Flat Rate Envelope

Parcel Post

Parcel Select

 Single Entry

 Multiple Entry

Media Mail

Library Mail

Bound Printed Matter Parcels

Bound Printed Matter Flats

International

(Insurance is the only special service available)

Letter-Post

Parcel Post

M-Bags

 Air

 Economy

 Books and Sheet Music

Required Documentation

Test Coversheet

This coversheet is to be used when processing each test. It is very important that each manifest is setup using all of the information provided. This is just a sample it is not complete.

MAC Gold Cover Sheet		Test A101.tst
Company Code: <u>SAM</u> Product Number: <u>12345</u>		
<hr/>		
Manifest Setup Information <i>This information must be utilized when setting up manifest tests.</i>		
<hr/>		
Mailer's Name:	MAC Gold Test	
Address:	6060 Primacy Pkwy Ste 201 Memphis TN 38100-0001	
Phone:	800-331-5746	
Email:	ncscmanifest@email.usps.gov	
Post Office of Mailing:	Memphis TN 38138	
Duns Number:	1234567890	
<hr/>		
Required Documentation		
<hr/>		
<input type="checkbox"/>	MAC Gold Manifest	
<input type="checkbox"/>	Electronic Manifest [name file: A101_12345_1.txt]	
<input type="checkbox"/>	PS Form 3600-R	
<input type="checkbox"/>	PS Form 3600-PM	
<input type="checkbox"/>	PS Form 3605-PR	
<input type="checkbox"/>	2 First-Class Mail Labels with no special services	
<input type="checkbox"/>	2 First-Class Mail Labels with Delivery Confirmation	
<input type="checkbox"/>	2 First-Class Mail Labels with Signature Confirmation	
<input type="checkbox"/>	2 First-Class Mail Labels with Insurance	
<input type="checkbox"/>	2 Priority Mail Labels with no special services	
<input type="checkbox"/>	2 Priority Mail Labels with Delivery Confirmation	
<input type="checkbox"/>	2 Priority Mail Labels with Signature Confirmation	
<input type="checkbox"/>	2 Priority Mail Labels with Insurance	
<input type="checkbox"/>	2 Parcel Post (machinable) Mail Labels with no special service with parcel routing barcode	
<input type="checkbox"/>	2 Parcel Post (non machinable) Mail Labels with no special service with parcel routing barcode	

Manifest

There are several different manifest formats that may be used to support a single class manifest, which only supports one class of mail at a time, or a mixed class manifest, which supports several different classes of mail at one time. There are also formats that include domestic and international mail on the same manifest. If your software supports special services you can also combine a manifest and PS form 3877 (Firm Mailing Book for Accountable Mail). Samples of each of these documents have been provided. If you need other samples please refer to Publication 401 for a complete list or contact the MAC Department and we will be happy to assist you in finding the format needed.

Sample of Single Piece Manifest

**Itemized Manifest
Single-Piece Rate – Priority Mail
(With Cumulative Postage Column)**

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1

Piece ID Number	ZIP/Zone	Weight (Lbs.)	Class/ ¹ Rate	Postage	Cumulative Postage
1234	850/4	20.51	1P	20.45	\$ 20.45
1357	450/4	21.30	1P	21.15	41.60
1358		2.1	PF	3.85	45.45
1359	728/2	7.68	1P	7.35	52.80
1579	852/4	10.92	1P	13.35	66.15
1789	325/4	12.05	1P	14.75	80.90
1999	390/2	8.23	1P	7.90	88.80
2345	462/4	16.45	1P	15.45	104.25
2468	723/1	5.78	1P	6.30	110.55
2469	950/8	4.13	1P	12.15	122.70
2678	660/6	20.98	1P	26.55	149.25
2789	010/7	11.75	1P	18.80	168.05
2888	202/5	8.87	1P	12.20	180.25
3456	372/2	19.53	1P	13.75	194.00
3457	356/3	20.21	1P	14.25	208.25
3458	450/5	20.56	1P	22.05	230.03
3579	369/4	6.59	1PX	16.20	246.50
4567		.76	PF	3.85	250.35
4987		1.61	PF	3.85	254.20
5432	990/U	.95	1P	3.85	258.05
Page Totals:		20		220.96	\$258.05
Cumulative Totals:		20		220.96	

Footnote:

1. Optional but required for MAC certification.

Sample Mixed Class Manifest

Itemized Manifest

Mixed Classes—Domestic Single-Piece Rate

(With Cumulative Page Totals)

Package Services Barcoded Parcels and Bound Printed Matter Flats Denoted by Asterisk following ID Number - Barcoded Discount Deducted from Piece Postage

Mailer's Name and Address

Post Office of Mailing:

Date of Manifest:

Entry Facility (PVDS):

Class of Mail:

Permit Number:

Processing Category:

MAC Ver. # :

Manifest Sequence #:

(Or Software Ver. #)

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Piece ID Number	Weight (lbs.)	ZIP/Zone ¹	Class/Rate	Postage
1234	0.1825	38761	1	0.83
1357	10.3804	62967/2	IN	7.14
1358	2.0002	35098/3	1P	4.75
1359*	7.5251	38671	MM	4.24
1579	0.7950	46909/U	1P	3.85
1789	0.6853	38118	1	2.67
1999*	7.3554	00879	LM	4.04
2345	0.6541	63198	1	2.67
2468*	2.3957	53601/2	BP	2.00
2469*	0.8582	53075/4	BF	1.88
2678	0.4756	48932/U	1P	3.85
2888*	2.7800	62854/1	IM	4.08
3456*	10.4767	56931/2	BR	9.16
3457*	10.2579	51695/3	BR	10.55
3458	7.3756	51695/3	1PX	11.05
3579	0.4753	45901	PF	3.85
4567	0.0793	09815	1	0.60
4987	0.0958	38632	1	0.60
5432*	0.3451	73314/5	BP	1.87
Page Totals: 19	65.1932			79.68
Cumulative	2,047.0371			679.21
Page Totals: 180				

Footnote:

1. Optional, but required for MAC certification

Rate Codes:

1P	Priority Mail	IN	Intra BMC Nonmach
1	First-Class	IM	Intra BMC Mach
MM	Media Mail	BP	Bound Printed Matter Parcels
LM	Library Mail	BF	Bound Printed Matter Flats

Sample of Single Piece Manifest with Special Services

Itemized Manifest Single-Piece Rate Mixed Classes With Special Services

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1

Piece ID	Weight (lbs.)	ZIP/Zone	Class/Rate	Postage	Total Fees	Total Charges
1316280	0.2140	31226	1	1.06	5.05	6.11
COD: 4.50	DC: 0.55					
1318567	1.6141	75212/5	BR	4.14		4.14
1322411	6.5460	32231/4	1PX	16.20	0.45	16.65
DC: 0.45						
1343615	23.7780	06019/4	BNO	54.12		54.12
1344902	6.8020	29602/3	IM	5.69	4.50	10.19
COD: 4.50						
1345230	2.7450	37645/2	IM	4.08	5.50	9.58
COD: 5.50						
2486713	6.2140	34909/5	1P	10.65	3.20	13.85
INS: 3.20						
4272084	0.1250		1	0.60		0.60
4272096	12.0002	45012/4	BR	10.12	0.55	10.67
DC: 0.55						
4272098	24.6770	82300/7	BR	22.09	8.95	31.04
INS: 7.20	RR: 1.75					
4272100	23.4050	31199/3	BR	10.01	3.00	13.01
RRM: 3.00						
4272110	20.3220	24245/2	IM	6.91	3.00	9.91
RRM: 3.00						
Page Totals: 12	128.4423			145.67	34.20	179.87
Cumulative						
Totals: 12	128.4423			145.67	34.20	179.87

Sample of Combined Domestic and International Manifest

Itemized Manifest

International and Domestic Single-Piece Rate – Mixed Classes (With Cumulative Page Totals)

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

1

Piece ID Number	Weight Oz./Lbs. ¹	ZIP/Zone Ctry. Code	Class/Rate	Air/Economy	Postage	Cumulative Postage
1153	12.45	879/3	BR		8.19	321.12
1155	34.65	865/3	IM		9.89	331.01
1157	21.55	GB	PP	A	75.25	406.26
1159	8.44	FR	PP	E	22.65	428.91
1234	0.19		1		.83	429.74
1357	5.00	852/1	1P		5.85	435.59
1358	7.88	478/7	1P		13.80	449.39
1372	13.00	CA	PP	E	19.60	468.99
1457	63.85	MX	BKM	E	10.30	479.29
1579	0.79	853/1	PF		3.85	483.14
1789	4.10	521/6	1P		9.85	492.99
1999	7.35	683/5	1P		11.45	504.44
2345	2.55	910/4	1P		6.05	510.49
2469	3.20	897/4	1P		6.05	516.54
2678	20.75	GB	PP	A	80.00	596.54
2888	49/3.06 ¹	FR	LP	E	9.30	605.84
3456	4/0.24 ¹	FR	LP	A	3.20	609.04
3458	3.06	FR	PP	E	18.25	627.29
3459	10.25	DK	PP	A	40.15	667.44
3579	5.06	DK	PP	E	19.35	686.79
4987	15.60	JP	RM	E	24.00	710.79
Page Totals	21				397.86	
Cum Totals	42					710.79

Sample of Manifest and Form 3877 Combined

Itemized Manifest

Mixed Classes—Single-Piece Rate With Special Services

Manifest and Form 3877 Facsimile Combined

Package Services Barcoded Pieces Denoted by Asterisk - Barcoded Discount Deducted from Piece Postage

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1											Total Charges
Piece ID	Article Number	Address Name Delivery Address	5-Digit ZIP Code/Zone	Weight (lbs.)	Class/ Rate	Postage	Insured Value	Due Sender	Special Service	Fee	
1298	9105878993920940000 M012185051	Crystal Clear 2 Angels Ave Memphis TN 38101-3342	38101	2.50	PF	3.85		33.45	SC: COD:	1.30 4.50	9.65
1395			57501/5	25.87	IP	26.60					26.60
1492*	0105878993920940000 M012196690	Dee Murphy 7734 Lucky Ln Cincinnati OH 45235-0001	45235/2	24.12	IM	7.24		72.66	DC: COD:	0.13 5.50	12.87
1589	1026837331123456787		38671	0.21	1	1.06			DC:	0.13	1.19
1686	9205878993920940000 V111222333	Dennis Pattino 49 Wildcat Blvd Nashville TN 37202-3422	37202	0.54	1	2.21	200.00		SC: INS:	1.30 3.20	6.71
1783			90014/7	12.25	BN	19.02					19.02
1880			99531/8	10.02	BN	21.90					21.90
1977			38721/4	15.21	IN	9.51					9.51
2074			37202	0.86	PF	3.85					3.85
2171			41125/4	7.25	BRX	10.73					10.73
2365				0.22	1	1.06					1.06
2462	9105878993920941235	Lawrence Long 6060 Primacy Dr Memphis TN 38101-0001	38101/3	6.21	IP	6.80	200.00		INS: DC:	3.20 0.00	10.00
2559	2026837331123456789		63354/1	4.21	IPX	11.05			SC:	1.30	12.35
2656*	2026837331123456790		47931/3	14.25	IM	7.36			SC:	1.30	8.66
Page Totals:		14		123.72		132.24				21.86	154.10
Cumulative Page Totals:		14		123.72		132.24				21.86	154.10

USPS CERTIFICATION

Total Number of Pieces Received: _____

Round

Stamp: _____

Signature of Receiving Employee

PS Form 3877 (Facsimile)

Rate Codes:

1	First-Class	IM	Intra BMC Mach
IP	Priority	IN	Intra BMC Nonmach
PF	Priority Flat	BN	Inter BMC Nonmach
IPX	Priority Balloon	BRX	Inter BMC Mach Balloon

Special Service Codes:

COD	Collect on Delivery
INS	Insured
DC	Delivery Confirmation
SC	Signature Confirmation

Sample Form 3877

Form 3877 Facsimile Mixed Special Services

Mailer's Name and Address

Permit Number:

MAC Ver. Number (or Software Ver. #):

Manifest Sequence Number:

Page 1							
Piece ID / Article #	Addressee Name Delivery Address	Postage	SS Type	Fee	Insured Value	Due Sender	Total Charge
1316280 M012185005000 01123498767899998761	Happy Hal's Hamburgers 123 Gator LN Macon GA 31213-9651	1.06	COD SC	4.50 1.30		33.45	6.86
1322411 M012196690000	Ric Spurrier 411 Two Dogs DR Tampa FL 32201-1234	3.85	COD	5.50		72.66	9.35
1344902 M012196686000	Bill Bob Bryan 1 Braves RD Atlanta GA 30311-5555	5.20	COD	4.50		49.83	9.70
1345230 M012196698000	Julie White 49 Wildcat BLVD Nashville TN 37202-3422	6.44	COD	5.50		74.26	11.94
2486713 V017857002000	Crystal Clear Reality 5 Summer LN Caribou ME 04736-5287	4.55	INS	3.20	200.00		7.75
4272084 M011236108000	Murphy's Law Book 7734 Lucky LN Cincinnati OH 45235-0001	1.06	COD	5.50		54.43	6.56
4272096 M01213611000	Walka Dog Mail Service 2828 Broadway Paducah KY 42001-4125	22.25	COD	10.50		555.00	32.75
4272098 V0000000001000	Lauren Williams 1300 Woodland DR Lugoff SC 28078-0001	11.77	INS RD	4.50 3.50	250.00		19.77
4272100 N1047778291000	Martha Catherine RD 8 Box 102 Bedford NH 03110-4603	2.81	RRM	3.00			5.81
4272110 N1240020087000	Stubbs Computer Solutions 226 County RD Abbeville MS 38601-1234	4.23	RRM	3.00			7.23
Page Totals:	10	63.22		54.50			117.72
Cum Totals:	10	63.22		54.50			117.72

USPS CERTIFICATION

Total Number of Pieces Received: _____

Round Stamp: _____

Signature of Receiving Employee _____

PS Form 3877 (Facsimile)

Special Service Codes:

COD Collect on Delivery	RRM Return Receipt for Merchandise
INS Insured	RR Return Receipt
C Certified	

Sample of Manifest & Form 3877 Combined with Confirmation Services

Itemized Manifest

Priority Mail With Confirmation Services – With Cumulative Postage Column
Manifest and Form 3877 Facsimile Combined for Delivery Confirmation Service ¹

Mailer's Name and Address

Post Office of Mailing:
Entry Facility (PVDS):
Permit Number:
MAC Ver. #:
(Or Software Ver. #)

Date of Manifest:
Class of Mail:
Processing Category:
Manifest Sequence #:

Page 1											
Pc ID # ²	Confirmation Number ²	CS Pc Ct ³	5D ZIP	Zone	Weight (Lbs.)	Cls/Rt	Postage	Special Service	SS Fees	Total Charge	Cum Chrg
000197	01047996789123456789	136	24201	U	1.72	PF	3.85	DC	.00	3.85	1003.85
	↓	↓	↓	↓	↓	↓	↓			↓	↓
000234	01047996789123456893	159	31678	5	26.05	1P	27.55	DC	.00	27.55	1242.45
000248	02047996789123456894	160	70552	6	12.42	1P	17.50	SC	1.30	18.80	1261.75
000249	01047996789123456895	161	27895	U	0.76	1P	3.85	DC	.00	3.85	1266.05
000252	02047996789123456896	162	00944	7	20.98	1P	30.00	SC	1.30	31.30	1399.05
Page Total	27				213.01		299.20		2.60	117.45	
Cum Total											
Total	175				1246.76		1297.85		101.20		

USPS CERTIFICATION

Total Number of Special Service Pieces Received: _____

Stamp: _____
Signature of Receiving Employee

Round

Sample of Manifest Summary

Itemized Manifest Summary Mixed Classes—Domestic Single-Piece Rate (Includes Package Services with Barcodes)

Mailers Name:

Manifest Sequence Number:

Date of Manifest:

PS Form 3600-R First-Class 1-13 oz			
	Pieces	Postage	
C2. Single Piece	5	\$ 3.56	
Totals	5	\$ 3.56	

Form 3600-PM Priority Mail PS			
	Zone	Pieces	Postage
A1.	Flat- Rate	17	\$ 38.50
A2.	Unzoned	5	19.25
A3.	L, 1, 2 & 3	14	108.95
A4.	4	3	28.75
	Totals	39	\$195.45

PS Form 3605-PR Parcel Post

A. Barcoded Inter-BMC/ASF Machinable

	Zone	Pieces	Postage
A1.	1 & 2	14	\$ 35.76
A3.	4	17	76.57
A4.	5	5	29.75
A7.	8	9	37.22
	Totals	45	\$179.30

D. Barcoded Intra-BMC/ASF Machinable

	Zone	Pieces	Postage
D2.	1 & 2.	4	\$ 66.07
D3.	3	3	42.07
	Totals	7	\$108.14

B. Nonbarcoded Inter-BMC/ASF Machinable

	Zone	Pieces	Postage
B3.	4	15	\$ 81.75
	Totals	21	\$ 85.75

E. Nonbarcoded-Intra BMC/ASF Machinable

	Zone	Pieces	Postage
E2.	1 & 2	4	\$ 17.65
	Totals	4	\$ 17.65

C. Inter-BMC/ASF Nonmachinable

	Zone	Pieces	Postage
C4.	5	43	\$165.82
C5.	6	37	206.50
	Totals	80	\$ 372.32

F. Intra-BMC/ASF Nonmachinable

	Zone	Pieces	Postage
F3.	3	3	\$ 11.75
	Totals	3	\$ 11.75

Form 3605-PR	Pieces	Postage
Totals	160	\$ 774.91

Cont. Summary Sample

Form 3605-BRP Bound Printed Matter Parcels

A. Single Piece - Barcoded Mach. Parcels

	Zone	Pieces	Postage
A2.	3	3	\$ 5.87
A4.	5	11	11.70
	Totals	14	\$ 17.57

B. Single Piece - Nonbarcoded Parcels

	Zone	Pieces	Postage
B3.	4	5	\$ 3.78
	Totals	5	\$ 3.78

Form 3605-BRP	Pieces	Postage
Totals	19	\$ 21.35

Form 3605-BRF Bound Printed Matter Flats

A. Single Piece - Barcoded Mach. Flats

	Zone	Pieces	Postage
A1.	1 & 2	13	\$ 8.96
A4.	5	8	6.59
	Totals	21	\$15.55

B. Single Piece - Nonbarcoded Flats

	Zone	Pieces	Postage
B2.	3	7	\$ 2.06
	Totals	7	\$ 2.06

Form 3605-BRF	Pieces	Postage
Totals	28	\$ 17.61

PS Form 3608-R Media Mail & Library Mail

A. Barcoded Media Mail - Mach. Parcels

	Pieces	Postage
A3. Single Piece	17	\$ 14.75

B. Nonbarcoded Media Mail

	Pieces	Postage
B3. Single Piece	0	\$ 0.00
Totals	17	\$ 14.75

Form 3608-R	Pieces	Postage
Totals	24	\$ 19.80

C. Barcoded Library Mail - Mach. Parcels

	Pieces	Postage
C3. Single Piece	7	\$ 5.05

D. Nonbarcoded Library Mail

	Pieces	Postage
D3. Single Piece	0	\$ 0.00
Totals	7	\$ 5.05

Roll-Up

Statement	Pieces	Postage
PS Form 3600-R	5	\$ 3.56
PS Form 3600-PM	39	195.45
PS Form 3605-PR	160	774.91
PS Form 3605-BRP	19	21.35
PS Form 3605-BRF	28	17.61
PS Form 3608-R	24	19.80
Totals	275	\$ 1032.68

If seeking MAC Gold Certification this format is the only format that can be utilized.

Mailer's Name:	Date of Manifest:	Manifest Sequence Number:	Page 1
Address:	Post Office of Mailing:		
	Permit Number:		
	Processing Category: MIXED		
	MAC Gold Product Name/Version		
Number:			

Piece ID Number	Confirmation-Article Number /Address	5-Digit ZIP Code/Zone	Weight Lbs.	Class/ Rate	Postage	Insured Value	SS Tyne	Fee	Total Charges	Cumulative Charges
1298		45235	2.25	PF	3.85				3.85	3.85
1395		57501/5	25.87	1P	26.60				26.60	30.45
1492*		42498/2	24.12	IM	7.24				7.24	37.69
1589	1026837331123456787	38671	0.21	1	1.06		DC	0.13	1.19	38.88
1686			0.54	1	2.21				2.21	41.09
1783		90014/7	12.25	BN	19.02				19.02	60.11
1880		99531/8	10.02	BN	21.90				21.90	82.01
1977		38721/4	15.21	IN	9.51				9.51	91.52
2074		37202/4	5.25	1P	8.85				8.85	100.37
2171		41125/4	7.25	BRX	10.73				10.73	111.10
2268		25461/5	3.25	BR	6.93				6.93	118.03
2365			0.22	1	1.06				1.06	119.09
2559	2026837331123456789	63354/1	4.21	1PX	11.05		SC	1.30	12.35	131.44
2655	9105878993920941235	38101/3	6.21	1P	6.80	200.00	INS	3.20	10.00	129.09
	Sammy Sly 2 Angels Ave Memphis TN 38101-3342						DC	0.00		
2656*	2026837331123456790	47931/3	14.25	IM	7.36		SC	1.30	8.66	137.75
2753*	1026837331123456795	63056/1	6.75	IMX	6.24		DC	0.13	6.37	144.12
2850	2026837331123456791	37309/3	4.25	BR	5.71		SC	1.30	7.01	151.13
2947		37365/4	7.75	BN	11.05				11.05	162.18
3044		53712/3	1.25	BN	6.60				6.60	168.78
3141			0.22	1	1.06				1.06	169.84
3238	2026837331123456892	57541	0.54	1	2.21		SC	1.30	3.51	173.35
3335	1026837331123456792	99548	0.65	PF	3.85		DC	0.00	3.85	177.20
3432		59074/6	27.75	BNO	79.69				79.69	256.89
3529		32599/4	4.45	1P	8.00				8.00	264.89

FCM	US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345
USPS FIRST-CLASS MAIL®	
Sample Mailer 1123 Main St Test City DC 20260	PKG ID 00000101 11 OZ 1 of 1
ADDRESS SERVICE REQUESTED	
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>SHIP</p> <p>TO:</p> </div> <div style="width: 80%;"> <p>WILLIAM SMITH</p> <p>ONLINE SPECIALISTS</p> <p>2345 GLENDALE DR RM 245</p> <p>ATLANTA GA 30328-3474</p>  </div> </div>	

Postage Statements

Each class of mail postage must be reported on the appropriate postage statement. PS Form 3660 (Combined Postage Statement for Single-Piece Manifest Mailings) will not be allowed during MAC or MAC Gold certification. For a .pdf of these forms go to <http://pe.usps.gov> the go to Business Forms link. If your software supports special services that include fees a PS Form 3540-S (Special Service Supplement) must accompany each class of mail statement that includes special service fees.

Example: You have a Priority Mail and Parcel Post mailing using electronic delivery confirmation only. The required documentation for this mailing will be:

MAC

- Manifest or Manifest & Form 3877 Combined
- Form 3877 if you are not using a combined manifest and Form 3877
- Summary for Priority Mail and Delivery Confirmation
- Summary for Parcel Post and Delivery Confirmation
- PS Form 3600-PM for the Priority Mail postage (PS Form 3540-S not required because there is no fee for electronic DC with Priority Mail)
- PS Form 3605-PR for the Parcel Post postage
- PS Form 3540-S that will reflect the Delivery Confirmation fees for the Parcel Post pieces
- PS Form 3152 for verification of confirmation pieces received

MAC Gold

- MAC Gold Manifest
- PS Form 3600-PM for the Priority Mail postage (PS Form 3540-S not required because there is no fee for electronic DC with Priority Mail)
- PS Form 3605-PR for the Parcel Post postage
- PS Form 3540-S that will reflect the Delivery Confirmation fees for the Parcel Post pieces

Less documentation is required for MAC Gold because the manifest, Form 3877 and Form 3152 have been combined into one document. Summaries are also not required at this time with MAC Gold software.

List of Postage Statements verified during MAC and or MAC Gold Certification.

Permit Imprint Mailings

PS Form 3600-R	First-Class Mail
PS Form 3600-PM	Priority Mail
PS Form 3605-PR	Parcel Post
PS Form 3605-SR	Parcel Select
PS Form 3608-R	Library Mail & Media Mail
PS Form 3605-BPR	Bound Printed Matter Parcels
PS Form 3605-BFR	Bound Printed Matter Flats
PS Form 3651-LP	International Letter-Post
PS Form 3651-PP	International Parcel-Post
PS Form 3651-M	International M-Bags
PS Form 3540-S	Special Service Supplement

Standard Label Guidelines

The USPS has developed the following label specifications to enhance our processing and delivery operations. Although these specifications are required only for labels generated by **MAC Gold** shipping systems, they are recommended for any shipping systems that support USPS products & services.

The USPS standard shipping label has been divided into four segments:

- Payment
- Addressing
- Barcode
- Shipper Information

Each segment is comprised of one or more elements:

Payment

- Postage
- Service indicators

Addressing

- Ship from address
- Ship to address
- Endorsements
- Package information

Barcode

- Tracking or Confirmation
- Routing Barcode

Shipper Information

- This segment is optional and is dictated by the mailer's business rules. It may include one or more of the following types of information:
- Order or reference numbers
- P.O. number
- Part numbers
- Internal barcodes
- Receiving instructions

PAYMENT
ADDRESSING
BARCODE
SHIPPER INFORMATION

Fonts

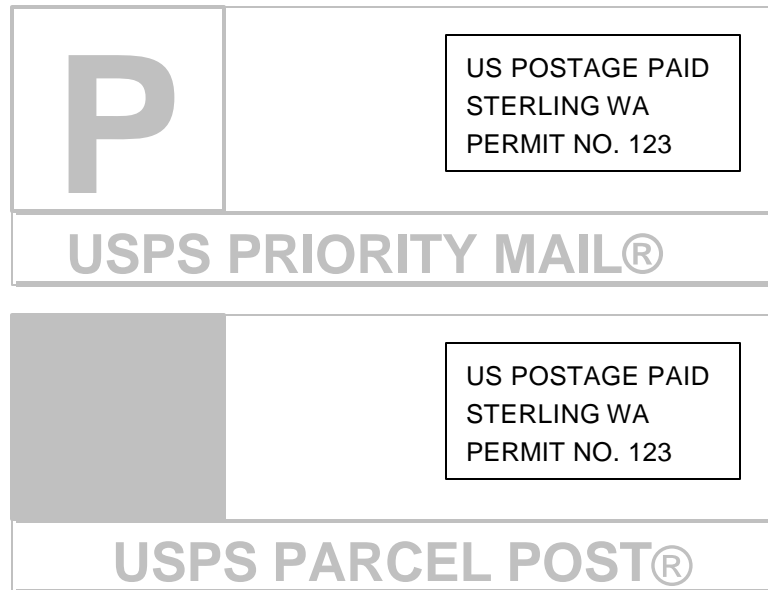
While specific font sizes are listed throughout these requirements, font support may vary significantly from printer to printer. In general, the font selection used should be of an OCR quality. San-serif fonts are preferred. Helvetica or Arial font faces/families are highly recommended.

Payment Segment

The Postage element must contain a valid Permit Imprint prepared in accordance with the *Domestic Mail Manual (DMM)*, Section P040.

Permit Imprint Parameters:

- Must be printed within the postage payment area
- Permit Imprint must meet requirements in Section P040 of the *DMM*
- Addition of the mail class in the Service Banner eliminates the requirement to repeat that information in the Permit Imprint



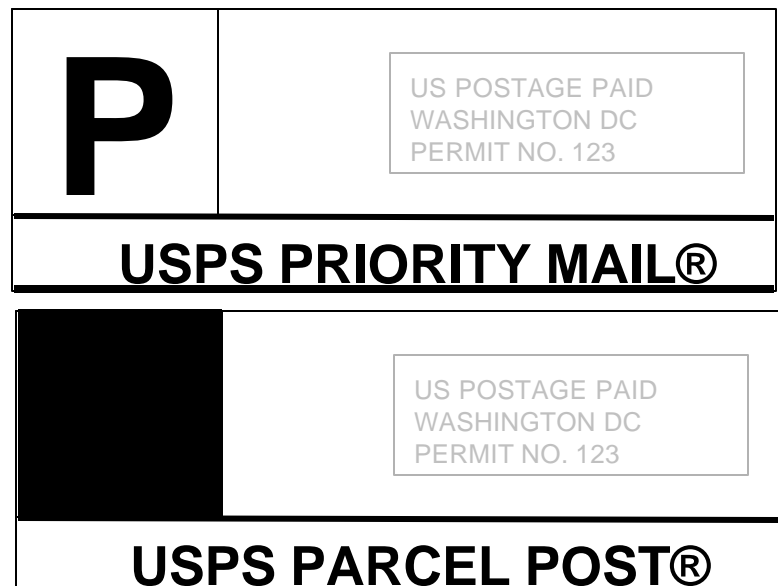
Service Indicators

The Service Indicator is composed of two parts: 1) the Service Icon, and 2) the Service Banner. The Service Icon appears in a one-inch (1") square in the upper left corner of the shipping label. Each of the supported services has a unique Service Icon to aid in the handling of the package. The letter 'P' is used to identify Priority Mail and a solid black box is used to identify Parcel Post.

The Service Banner contains the class of mail and appears below the Permit Imprint and Service Icon and is centered across the shipping label. The class of mail text is bordered above and below by separator lines to distinguish it from the surrounding elements.

Service Indicator Parameters:

- Service Icon
 - One-inch square
 - Light lines bordering area
 - Icon shall be 0.75 inch or greater
 - Includes "P" or solid black box as identified by class of mail
- Service Banner
 - 20-pt. bold, san-serif
 - Centered on label



- Bordered above and below by 1-pt. lines
 - 1/16th inch clearance above and below text
- Text in service banner must identify class of mail:

USPS PRIORITY MAIL®¹

USPS PARCEL POST®

Alternate Placement for Service Indicators

An alternate design option has been approved for use with forms that have the mailer's return address preprinted in the upper left corner of the mailing label. The format changes are:

- Print service icon and banner below return address
- If an ancillary service is used, it must appear directly below the return address and above the service icon
- Print package information directly below Permit Imprint indicia

SampleMerchant 1123 Main St Test City, DC 20260 ADDRESS SERVICE REQUESTED		US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345
<div style="border: 1px solid black; padding: 10px; font-size: 48pt; text-align: center;">P</div>	PKG ID 000010113 SHIP DATE: 2/28/2001 WEIGHT: 1 LBS 9 OZ	
USPS PRIORITY MAIL®		
SHIP WILLIAM SMITH TO: ONLINE SPECIALISTS 2345 GLENDALE DR PM 245		

Addressing Segment

The addressing segment has two groups of information, the ship from address and the ship to address. In both cases, it is recommended that all uppercase letters be used for clarity. The addition of a POSTNET Barcode below the delivery address is optional. However, it is recommended for shipping labels placed on flat size envelopes to aid in processing.

Ship From Address Parameters:

- Left justified in the top left most portion of the Address segment
- Font size of 8 pt. san-serif

Ship To Address Parameters:

- Printed below the return address
- The text "SHIP TO:" is printed beside the address
- Minimum font sizes
 - "SHIP TO:" should be 8 pt. bold, san-serif

¹ Priority Mail text must be identified as a registered trademark by including the registered symbol following the text or by printing the following statement in 6 pt., san-serif at the bottom of the label, "Priority Mail is a registered trademark of the United States Postal Service".

- All address lines except City/State/ZIP Code should be 10 pt., bold, san-serif
- City/State/ZIP Code should be 14 pt. bold, san-serif
- Whenever possible, the ZIP+4 Code should be used

GEORGE WILLIAMS
ANY COMPANY
4261 HANOVER ST
STERLING WA 98156

PKG ID 00000101
2 LBS 3 OZ
1 of 1

SHIP TO: JOHN SMITH
ANY BUSINESS INC
1423 BLUEBERRY LANE STE 4200

ATLANTA GA 30328-3474



POSTNET Barcode Parameters:

- Optional use
- Placed below CITY/STATE/ZIP Code of Delivery Address
- Encodes Delivery Address ZIP Code
- Delivery point barcode is recommended only if utilizing an address correction utility

Postal Addressing Standards

Standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency. A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations, and uses the proper format for the address style. For more information, refer to USPS Publication 28, Postal Addressing Standards. In short, a standardized address should include:

- Addressee name or other identifier and/or firm name where applicable.
- Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 File for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or post office box number (PO BOX 458), as shown in USPS ZIP+4 File for the delivery address).
- Secondary address unit designator and number such as an apartment or suite number (e.g., APT 202, STE 100).
- City and state (two-letter state abbreviation is recommended). Use only city and state name abbreviations as shown in USPS City State File.
- Correct 5-digit ZIP Code or ZIP+4 Code. If a firm name is assigned a unique ZIP+4 Code in the USPS ZIP+4 File, the unique ZIP+4 Code must be used in the delivery address.

Ancillary Services

Mailers requesting ancillary services as listed in the *Domestic Mail Manual, M012 .4.0*, must place the correct endorsement on each mailpiece to provide delivery instructions. Refer to the ***Domestic Mail Manual, Section F010*** for more information.

Ancillary Service Endorsements

- Must be placed directly below the return address
- Read direction must be same as Ship To address
- Font size of 14 pt. (approx.), sans-serif
- A clear space of ¼ inch around the endorsement is required

GEORGE WILLIAMS
ANY COMPANY
4261 HANOVER ST
STERLING WA 98156

PKG ID 00000101
2 LBS 3 OZ
1 of 1

ADDRESS SERVICE REQUESTED

SHIP TO: JOHN SMITH
ANY BUSINESS INC
1423 BLUEBERRY LANE STE 4200
ATLANTA GA 30328-3474

Package Information

The only required field in the Package Information field is the Package ID as identified in the mailing manifest. Optional information, such as package weight (if available), package count, and package type may be included. If used, this information should be located in the top right corner of the Addressing segment or within the Shipper segment of the label. The package information should only contain data to aid in the verification of the rate charged. Some special services may require additional special services.

Package ID:

The package ID is a unique number assigned to a mailpiece within a mailing and must be listed on both the shipping label and mailing manifest.

- Right justified
- Font size of 10-pt. (approx.), sans-serif

Package Weight:

If included, the actual package weight as listed on the mailing manifest should be displayed.

- Right justified
- Format of "XXX LBS" or "XX LBS XX OZ".
- Font size of 10-pt. (approx.), sans-serif

GEORGE WILLIAMS
ANY COMPANY
4261 HANOVER ST
STERLING WA 98156

PKG ID 00000101
2 LBS 3 OZ
1 of 1
NON-MACHINABLE

SHIP TO: JOHN SMITH
ANY BUSINESS INC
1423 BLUEBERRY LANE STE 4200
ATLANTA GA 30328-3474

Package Count:

The Package Count has no effect on the movement of the packages, but is provided as a convenience for the shipper to account for packages shipped simultaneously to the same location using the same service. The package count indicates the number of the package in relation to the total packages in the entire shipment. For example, '2 of 4' identifies the second of four packages shipped.

- Appears below weight
- Right justified
- Font size of 10-pt. (approx.)

Package Type:

- Printed below the package count (if provided)
- Only printed if the package is classified as Oversize, Non-machinable, or Balloon Rate
- Right justified
- Font size of 8 pt. (approx.)

Barcode Segment

The Barcode segment appears directly below the Address Segment. The barcode segment contains USPS Special Services and/or routing information. If the mail item does not include any Special service or a postal routing code, this segment is not required on the label. Horizontal identification bars are used above and below the barcode **ONLY** when used in conjunction with USPS Special services. The common characteristics of the Barcode segment are:

Identification Bars

- Horizontal bars printed above and below barcode segment
- Extend across width of label
- Must be a minimum thickness of 0.062 inches

Human Readable Text above Barcode

- Printed above Barcode
- Must be no less than 0.125 inches or more than 0.5 inches from horizontal identification bars
- Must be no less than 0.125 inches or more than 0.5 inches from barcode
- Font size: minimum 12pt bold, san-serif
- Must be in all uppercase with the exception of the **e/**
- The **e/** is optional for labels using a Permit Imprint for postage

Barcode

- Must be a minimum of 0.75 inches in height
- Must meet requirements outlined in Publication 91, *Confirmation Services Technical Guide*

e/ USPS DELIVERY CONFIRM**9101 0268 3733 1000 0010 16**

Delivery Confirmation Barcode

e/ USPS SIGNATURE CONFIRM**9121 0268 3733 1000 0010 10**

Signature Confirmation Barcode

Postal Routing Barcode

When the Postal Routing Code is incorporated into the barcode for Confirmation Services, the human readable requirements in S918, S919, and Publication 91 must be followed.

In addition, the word “ZIP” must be printed to the left of the barcode in 12 point or larger sans serif type. A clear zone between the end of the word “ZIP” and the beginning of the barcode must be maintained. The clear zone must be no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode. A clear zone of 0.25 inch is recommended.

If printing the Postal Routing Code alone or in conjunction with a Special service, the barcode must comply with the ***Domestic Mail Manual, Section C850***.

Additionally, if using the Postal Routing Code without Delivery Confirmation, the horizontal ID bars must be eliminated.

Human Readable Text below Barcode

- Printed below barcode
- Must be no less than 0.125 inches or more than 0.5 inches from barcode.
- Font size 10 pt. minimum bold, san-serif
- The human-readable representation of the barcode for Special services should be parsed into groups of four with the remaining digits grouped at the end.



Postal Routing Code w/ Delivery Confirmation Barcode



Postal Routing Barcode

Integrated Barcode

The integrated barcode solution for Priority Mail, First-Class Mail parcels, and Package Services allows electronic option mailers to combine multiple special services into a single barcode on their packages. In the past, mailers were required to apply individual labels and/or barcodes for each additional special service requested. This can cause size and spacing issues on shipping labels and packages, and can add labor costs to manually apply multiple labels to packages. The illustration below shows a “before/after” comparison of the integrated barcode solution.



Before integrated barcode



After integrated barcode

The integrated barcoding option is designed to easily merge with Confirmation Services software/systems. With a few simple modifications as shown below, software applications can allow the use of multiple special services on Priority Mail, First-Class Mail Parcels, Package Services, and Standard Mail parcels (see DMM E610, “Standard Mail Eligibility”).

Modifications Required for the Integrated Barcode



For complete information on the integrated barcode, refer to Publication 91, Confirmation Services Technical Guide.

NOTE:

All USPS Special service barcodes must comply with the requirements listed in **Publication 91, Confirmation Services Technical Guide**.

First- Class Mail

FCM	<div>US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345</div>
USPS FIRST-CLASS MAIL®	
Sample Mailer 1123 Main St Test City DC 20260	PKG ID 00000101 11 OZ 1 of 1
ADDRESS SERVICE REQUESTED	
SHIP TO: WILLIAM SMITH ONLINE SPECIALISTS 2345 GLENDALE DR RM 245 ATLANTA GA 30328-3474 	

Priority Mail with Delivery Confirmation

P	US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345
USPS PRIORITY MAIL®	
Sample Mailer 1123 Main St Test City DC 20260	PKG ID 00000101 2 LBS 3 OZ 1 of 1
ADDRESS SERVICE REQUESTED	
SHIP TO: WILLIAM SMITH ONLINE SPECIALISTS 2345 GLENDALE DR RM 245 ATLANTA GA 30328-3474	
e/ USPS DELIVERY CONFIRMATION	
	
9101 0268 3733 1000 0010 16	

Parcel Post with Delivery Confirmation and Postal Routing Code

		US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345	
USPS PARCEL POST®			
Sample Mailer 1123 Main St Test City DC 20260		PKG ID 00000101 2 LBS 3 OZ 1 of 1 NON-MACHINABLE	
ADDRESS SERVICE REQUESTED			
SHIP WILLIAM SMITH TO: ONLINE SPECIALISTS 2345 GLENDALE DR RM 245 ATLANTA GA 30328-3474			
e/ USPS DELIVERY CONFIRMATION			
ZIP			
	4203 0328 9102 0268 3733 1000 0010 15		

Parcel Post with Postal Routing Code

	US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345
	USPS PARCEL POST®
Sample Mailer 1123 Main St Test City DC 20260	PKG ID 00000101 2 LBS 3 OZ 1 of 1 NON-MACHINABLE
ADDRESS SERVICE REQUESTED	
SHIP TO: WILLIAM SMITH ONLINE SPECIALISTS 2345 GLENDALE DR RM 245 ATLANTA GA 30328-3474	
	
ZIP (420) 30328-3479	

Sample Exception Report

Some mailpieces may not be able to be processed for the given attributes (i.e. overweight, special services not available for class, value of mailpiece over limit of COD or Insured). Therefore the developers must submit an exception report. The pieces must be reported by test with piece ID number, reason and reclassification or adjustment.

Piece ID	Situation Encountered	Resolution
11258	EXCEEDS 70LB WEIGHT LIMIT	PIECE DROPPED FROM MANIFEST
12345	EXCEEDS INSURANCE LIMIT	INSURANCE AMOUNT ADJUSTED
12585	EXCEEDS WEIGHT LIMIT FOR FIRST-CLASS	RECLASSED TO PRIORITY MAIL
15687	RETURN RECEIPT NOT ALLOWED IF INS < \$50	REMOVED RETURN RECEIPT
15985	DUPLICATE IDENTIFICATION NUMBER	PIECE DROPPED FROM MANIFEST
25847	INSURANCE NOT AVAILABLE FOR COUNTRY	INSURANCE REMOVED
28752	INSURANCE AND COD CAN NOT BE COMBINED	INSURANCE REMOVED
----	ONLY SUPPORT PARCELS	ALL OTHER PIECES DROPPED

This report is required for ALL manifest tests. If you are only processing certain classes or supporting specific special services, please include that information as well.

Test File Layout

MANIFEST TEST FILE LAYOUT						
Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	
1	Sequence Number	9	1	9		
2	Firm or Resident	40	10	49		
3	Delivery Address	64	50	113		
4	City Name	28	114	141		
5	State Code	3	142	144		
6	ZIP Code	5	145	149	These 12 bytes are also used to store	
7	ZIP+4 Add On	4	150	153	foreign postal codes	
8	Delivery Point	2	154	155		
9	Check Digit	1	156	156		
10	Domestic Mail Class	2	157	158	1 - First-Class, 1P - Priority Mail, PF - Priority Flat Rate Envelope, PP - Parcel Post, PS - Parcel Select, BP - Bound Printed Matter Parcel, BF - Bound Printed Matter Flats MM - Media Mail, LM - Library Mail	Left Justified
11	Country Name	45	159	203		
12	International Mail Class	3	204	206	LP, PP, AM, RM, BKM	
13	International Mail Subclass	3	207	209	A - Air / E-Economy	
14	Processing Category	2	210	211	L - Letter, F - Flat, P - Parcel	Left Justified
15	Machinability - Automaton	2	212	213	M - Machinable, NM - Non-Machinable, A - Automation, NA - Non-Automation	
16	Piece Weight	7	214	220	99.99999	
17	Piece Value	9	221	229	9,999,999.99	
18	Piece Insurance Coverage	6	230	235	9,999.99	
19	Piece COD Amount	5	236	240	999.99	
20	Certified	1	241	241	Y = special service	
21	Certificate of Mailing	1	242	242	Blank fields will indicate that the	
22	Collect on Delivery	1	243	243	service has not been selected	
23	Delivery Confirmation	1	244	244	for a record	
24	Insurance	1	245	245		
25	Parcel Air Lift	1	246	246		
26	Recorded Delivery	1	247	247		
27	Registered	1	248	248		
28	Restricted Delivery	1	249	249		
29	Return Receipt	1	250	250		
30	Return Receipt for Merchandise	1	251	251		
31	Signature Confirmation	1	252	252		
32	Special Handling	1	253	253		
33	Balloon Rate	1	254	254	X = Balloon Rate	
34	Oversize Rate	1	255	255	O = Oversize Rate	
35	Deck ID Number	8	256	263		
36	ASF Entry Flag	1	264	264		
37	Reserved	36	265	300		

Electronic Manifest Format

Electronic Manifest Format						
Field Sequence Number	Field Description	Logical Length	Relative From	Position Thru	Sample Data	Manifest Info
1	Sequence Number	9	1	9	10000001	Piece ID
2	City Name	28	10	37	Memphis	
3	State Code	3	38	40	TN	
4	ZIP Code	5	41	45	38188	ZIP
5	Piece Weight	7	46	52	99.99999	Weight
6	Piece Value	9	53	61	9,999,999.99	Value
7	Piece Insurance Coverage	6	62	67	9,999.99	INS Cov.
8	Piece COD Amount	5	68	72	999.99	COD Amount
9	Certified	1	73	73	Y = special service	C
10	Certified Fee	8	74	81	Blank fields will indicate that the service	
11	Certificate of Mailing	1	82	82	has not been selected for a record	CM
12	Certificate of Mailing Fee	8	83	90		
13	Collect on Delivery	1	91	91		COD
14	Collect on Delivery Fee	8	92	99		
15	Delivery Confirmation	1	100	100		DC
16	Delivery Confirmation Fee	8	101	108		
17	Insurance	1	109	109		INS
18	Insurance Fee	8	110	117		
19	Parcel Air Lift	1	118	118		PAL
20	Parcel Air Lift Fee	8	119	126		
21	Recorded Delivery	1	127	127		IRD
22	Recorded Delivery Fee	8	128	135		
23	Registered	1	136	136		RG
24	Registered Fee	8	137	144		
25	Restricted Delivery	1	145	145		RD
26	Restricted Delivery Fee	8	146	153		
27	Return Receipt	1	154	154		RR
28	Return Receipt Fee	8	155	162		
29	Return Receipt for Merchandise	1	163	163		RRM
30	Return Receipt for Merchandise Fee	8	164	171		
31	Signature Confirmation	1	172	172		SC
32	Signature Confirmation Fee	8	173	180		
33	Special Handling	1	181	181		SH
34	Special Handling Fee	8	182	189		
35	Expected Mail Class	3	190	192	1, 1P, PF, IM, IN, BR, BN, DM, DN, BP, BF, MM, LM, LP, PP, AM, RM, BKM	Class/Rate
36	Int Sub Class	1	193	193	A=Air E=Economy	Air/Economy
37	Destination Zone	1	194	194	1 - 8 or L for Local Zone	Zone
38	Country Code	2	195	196		Country
39	Postage	6	197	202	Postage before fees or discounts	Postage
40	First-Class Sur Charge	3	203	205	reflect surcharge in this field .12	Sur Charge
41	Barcode Discount	3	206	208	reflect .03 discount in this field	Barcode
42	Ballon/Oversized	1	209	209	Show the X or O in this field do not append it to the Class/Rate Code	X / O
43	Total Postage	9	210	218	Postage less discount plus special services	Total Postage
44	CLR	2	218	220		

Electronic File Naming

The electronic manifest must be named using the test number, product number and testing round assigned by the MAC Department. This 5-digit number will link the file you the company and product information provided on the order form. Example: A201_31234_1.txt this indicates that this is test A201 for product number 31234 round 1. The electronic manifest must be fixed length utilizing the Electronic File Manifest file layout.

Appendix A

R-2002 Rate Case Summary of MAC & MAC Gold Related Changes

This is a list of changes that ONLY affects MAC & MAC Gold certification. For a complete and detailed list of changes please visit www.usps.com select the link to Postage Rates and Fees. This is intended as an overview only.

Changes have been made to the National Zone Chart data. This data must be updated in your software prior to processing any MAC or MAC Gold test files.

1. Postage rate changes for the following:

- First-Class Mail (Single Piece)
- Priority Mail
- Parcel Post
- Parcel Select
- Media Mail
- Library Mail
- Bound Printed Matter Parcels
 - Rate chart added for Bound Printed Matter Flats

2. Fee changes for the following Special services:

- Certificate of Mailing - .30 (minimum charge .90)
- Certified Mail - \$2.30
- COD - NO FEE CHANGE
- Delivery Confirmation - Fees changed (see *DMM Mode R*)
 - Added DC to First-Class Mail (Parcels Only)
 - Electronic Fee - .13
 - Retail - .55
 - Priority Mail
 - Electronic Fee – No change
 - Retail - .45
 - Parcel Select (Parcels Only)
 - Retail – Option not available
 - Electronic – No longer a fee
 - Other Package Services (Parcels Only)
 - Electronic - .13
 - Retail - .55
- Insurance – Fees changed (see *DMM Mode R*)
- Parcel Airlift (PAL)
 - No more than 2lb - .45
 - No more than 3lb - .85
 - No more than 4lb - 1.25
 - No more than 30lbs - 1.70
- Registered Mail – New fees (see *DMM Mode R*)
- Restricted Delivery - .3.50
- Return Receipt – 1.75 (added electronic option, not tested in MAC)
- Return Receipt for Merchandise – 3.00
- Signature Confirmation
 - First-Class Mail Parcels Only, Priority Mail, Package Service Parcels Only
 - Electronic - 1.30
 - Retail - 1.80
- Special Handling
 - Up to 10lb - 5.95
 - Over 10lb - 8.25

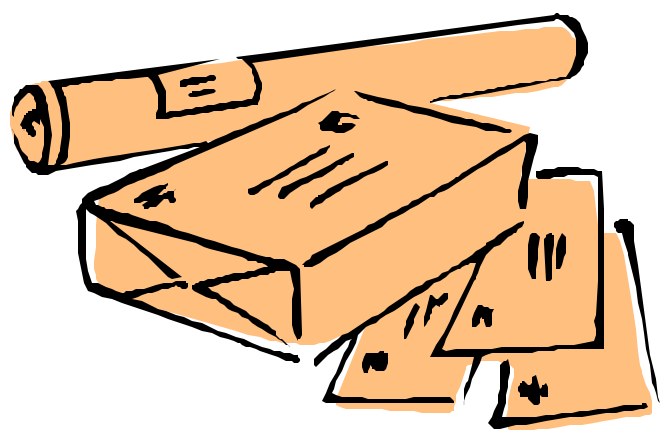
3. Barcode discount has been added to the new Bound Printed Matter Flats rate. This is a 0.03 barcode discount for a 9-digit POSTNET barcode that is applied to automatable flats only. For automation requirements refer to DMM C820. There must be at least 50 Bound Printed Matter Flats in a single piece mailing to qualify for this discount. *Do not include Bound Printed Matter Parcels in this count.*
4. A nonmachinable surcharge has taken the place of the nonstandard surcharge in First-Class Mail. This surcharge will apply to any flat that weighs less than one ounce and nonmachinable letters and parcels. Amount changes from .11 cents to .12 cents.
5. Inter BMC Parcel Post nonmachinable surcharge changed to 2.75
6. Library Mail and Media Mail they still have to meet their own minimums but can be reported on same postage statement at same time.
7. Priority Mail that weighs more than 1lb is now a zone based rate.
8. Priority Flat Rate Envelope has been changed from the 2lb rate to the 1lb rate.
9. There is now a minimum volume requirement exception for permit imprint mailings of Priority Mail. If a mailing consists of at least 50 Priority Mail pieces that weigh less than one pound, it is still considered a mailing that meets minimum volume requirements for a permit imprint mailing even though it may weigh less than 50 pounds. Example: A mailing contains 50 ½ pound packages, and therefore, the actual weight of the mailing is 25 pounds. Since the postage is based on the 1 pound rate, the mailing qualifies and meets manifest volume requirements for a permit imprint mailing.
10. Logic must now be added to any software supporting an alpha numeric piece ID number. This number must be right justified or set to a fixed length. This will ensure that the ID number is sorted in ascending order correctly (contact the MAC Department if you need clarification).
11. Changed codes for Bound Printed Matter (BF – flats; BP – parcels)
12. Manifest format change for MAC Gold
 - Now allows insurance using the integrated barcode ONLY
 - Combined ZIP/Zone columns
 - Added columns for Insured Value and Special service type

Appendix B

Changes to MAC & MAC Gold Testing

1. Changed Test File Format.
 - Specific areas designated for each special service.
 - Changed the processing category into two fields:
 - True processing category that will indicate if a piece is a letter, flat or parcel.
 - Machinability and automation category that will indicate if a piece is machinable, nonmachinable, automatable, or nonautomatable.
2. No longer require Stage I testing.
3. Require an electronic version of each manifest submitted for testing. File must be formatted using our file layout.
4. Must utilize test coversheets for each set of documentation submitted.
5. Restructured testing fees

Manifest Quick Reference Guide



General Information

<i>Domestic Classes of Mail</i>
<i>FIRST-CLASS MAIL ®</i>
PRIORITY MAIL ®
<i>PACKAGE SERVICES</i>
PARCEL POST ®
PARCEL SELECT ™
MEDIA MAIL
LIBRARY MAIL
BOUND PRINTED MATTER PARCELS
BOUND PRINTED MATTER FLATS

<i>International Classes of Mail</i>
Letter-Post
Parcel-Post
Books & Sheet Music
M-Bag-Regular Economy
M-Bag-Airmail
M-Bag-Books, Sheet Music Economy

<i>Mail Class Codes</i>			
1	First-Class Mail	BP	Bound Printed Matter Parcels
1P	Priority Mail	BF	Bound Printed Matter Flats
PF	Priority Flat Rate Envelope	DM	Parcel Select DBMC Machinable
IM	PP Intra Machinable	DN	Parcel Select DBMC Nonmachinable
IN	PP Intra Nonmachinable	LP	Letter-Post
BR	PP Inter Machinable	PP	Parcel Post (International)
BN	PP Inter Nonmachinable	BK	Books and Sheet Music
MM	Media Mail	RM	M-Bag Regular- Economy
LM	Library Mail	AM	M-Bag-Airmail
		BKM	M-Bag-Books, Sheet Music Economy

<i>Special Service Code</i>			
C	Certified	RG	Registered
CM	Certificate of Mailing	RD	Restricted Delivery
COD	Collect On Delivery	RR	Return Receipt
DC	Delivery Confirmation	RRM	Return Receipt for Merchandise
INS	Insurance	SC	Signature Confirmation
IRD	Recorded Delivery	SH	Special Handling
PAL	Parcel Airlift		

Mail Processing Category			
Letter-Size Mail	*Dimension	Min	Max
	Height	3-1/2"	6-1/8"
	Length	5"	11-1/2"
	Thickness	0.007"	0.250"
Flat-Size Mail	Dimension	Min	Max
	Height	6-1/8"	12"
	Length	11-1/2"	15"
	Thickness	0.250"	3/4"
	<i>*Must exceed at least one of these letter-size maximums.</i>		
Machinable Parcels	Dimension	Min	Max
	Height	3"	17"
	Length	6"	34"
	Thickness	1/4"	17"
	Weight	6oz*	35lb
	<i>machinability also is determined by the content and packageing of the piece.</i>		
Nonmachinable Parcels	Notes:		
	More than 34" long, 17" wide or 17" high or weighing more than 35 pounds (25 pounds if books or printed material)		
	<i>(complete list in C700.2.0)</i>		
Balloon	Notes:		
	Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged at the applicable rate for a 15-pound parcel. Indicated by an "X" on manifest.		
	<i>Priority Mail and Parcel Post.</i>		
	<i>Example: IMX, INX, BRX, BNX, 1PX</i>		
Oversized	Notes:		
	Regardless of weight, a parcel that measures more than 108 inches (but no more than 130 inches) in combined length and girth pays the oversized rate on manifest.		
	<i>Parcel Post & Parcel Select Only.</i>		
	<i>Example: INO, BNO</i>		

Standardized Label Requirements

SERVICE INDICATOR BLOCK	
FCM	FIRST-CLASS MAIL ®
P	PRIORITY MAIL ®
	PACKAGE SERVICES
	No Block for International

RATE MARKING/BANNER VERBIAGE
USPS FIRST-CLASS MAIL ®
USPS PRIORITY MAIL ®
USPS PARCEL POST ®
USPS LIBRARY MAIL
USPS MEDIA MAIL
USPS BOUND PRINTED MATTER
USPS PARCEL SELECT ™
USPS Letter-Post-Economy
USPS Letter-Post-Airmail
USPS Parcel Post-Economy
USPS Parcel Post-Airmail
USPS M-Bag Books & Sheet Music-Economy
USPS M-Bag Regular-Economy
USPS M-Bag-Airmail
Global Express Mail
Global Priority Mail
Global Express Guaranteed

FCM	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> US POSTAGE PAID WASHINGTON DC PERMIT NO. 12345 </div> <div style="border: 1px solid black; padding: 5px;"> USPS FIRST-CLASS MAIL® </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div> Sample Mailer 1123 Main St Test City DC 20260 </div> <div> PKG ID 00000101 11 OZ 1 of 1 </div> </div> <div style="margin-top: 10px;"> ADDRESS SERVICE REQUESTED </div> <div style="margin-top: 10px;"> SHIP TO: WILLIAM SMITH ONLINE SPECIALISTS 2345 GLENDALE DR RM 245 ATLANTA GA 30328-3474 </div>
------------	--

Note: The following statement is a sample of the verbiage that is allowed if the ® or ™ is not added to the class of mail in the service banner. "First-Class Mail is a registered trademark of the United States Postal Service".

PERMIT INDICIA	
Line 1. ¹	US Postage Paid
	US Postage and Fees Paid
	US Postage and Fees Paid Fee \$#.##
Line 2.	City/State
Line 3.	Permit Number or Company Name ²

PACKAGE INFORMATION	
PKG ID -	Must be unique to each manifest
Weight - # lbs # oz, # ## lbs, ## oz	
Number of packages -	1 of ?
Processing Category -	Mach. or Non-Mach. Oversized, Balloon

¹ "US Postage Paid" is used only on pieces that do not have any special service fees applied.

If you have any special service fees except registered the verbiage "US Postage and Fees Paid" must be applied. If registered mail is applied to a piece the verbiage "US Postage and Fees Paid Fee \$#.##". The amount to be placed in the indicia is the amount of the registered fee only.

² Company Name - When using a company permit imprint, you do not need to show a permit number or city/state. DMM P040

Optional verbiage would go here!

If you do not support the Standardized Label format the following may be used.

Permit Label Requirements

PERMIT IMPRINT VERBIAGE	
FIRST-CLASS MAIL ®	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>THE MAIL SHOP 123 N. MAIL ST MEMPHIS TN 38188-0001</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p>First-Class Mail ® US Postage & Fees Paid Memphis TN Permit No. 12345</p> </div> </div> <div style="text-align: right; margin-top: 20px;"> <p>PIECE ID: 12345</p> </div> <div style="text-align: center; margin-top: 40px;"> <p>SHIP TO: JOHN DOE 8989 SCHOOL ST SOUTHAVEN MS 38671-0003</p> </div>
PRIORITIY MAIL ®	
PARCEL POST ®	
LIBRARY MAIL	
MEDIA MAIL	
BOUND PRINTED MATTER	
PARCEL SELECT ™	
Letter-Post-Economy	
Letter-Post-Airmail	
Parcel Post-Economy	
Parcel Post-Airmail	
M-Bag Books & Sheet Music-Economy	
M-Bag Regular-Economy	
M-Bag-Airmail	
Global Express Mail	
Global Priority Mail	
Global Express Guaranteed	

PERMIT IMPRINT POSTAGE VERBIAGE
Line 1. ¹ US Postage Paid
US Postage and Fees Paid
US Postage and Fees Paid Fee \$#.##
Line 2. City/State
Line 3. Permit Number or Company Name ²


¹ "US Postage Paid" is used only on pieces that do not have any special service fees applied.
 If you have any special service fees except registered the verbiage "US Postage and Fees Paid" must be applied. If registered mail is applied to a piece the verbiage "US Postage and Fees Paid Fee \$#.##".
 The amount to be placed in the indicia is the amount of the registered fee only.

² Company Name - When using a company permit imprint, you do not need to show a permit number or city/state. DMM P040

GENERAL BARCODE INFORMATION	
Sample A:	Postnet - Letters & Flats
Sample B:	Postal Routing Barcode - Required on Package Services Machinable Parcels.
Sample C:	Delivery Confirmation barcode
Sample D:	Signature Confirmation barcode
Sample E:	Concatenated Confirmation Services barcode and postal routing barcode

GEORGE WILLIAMS
 ANY COMPANY
 4261 HANOVER ST
 STERLING VA 98156

PKG ID 00000101
 2 LBS 3 OZ
 1 of 1

SHIP: JOHN SMITH
TO: ANY BUSINESS INC
 1423 BLUEBERRY LANE STE 4200
ATLANTA GA 30328-3474


Sample A

(not to scale - sample only)

Sample B

ZIP



(420) 30328-3479

Postal Routing Barcode

Sample C

e/ USPS DELIVERY CONFIRM

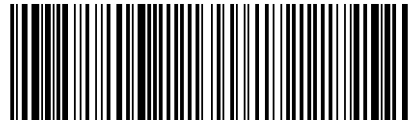


9101 0268 3733 1000 0010 16

Delivery Confirmation Barcode

Sample D

e/ USPS DELIVERY CONFIRMATION



4203 0328 9102 0268 3733 1000 0010 15

Postal Routing Code w/ Delivery Confirmation Barcode

Sample E

e/ USPS SIGNATURE CONFIRM



9121 0268 3733 1000 0010 10

Signature Confirmation Barcode

(not to scale - sample only)

Barcode Quality

At least 70% of the barcodes must measure American National Standards Institute (ANSI) grade A or B and none of the remaining portion can measure lower than ANSI grade C. Information concerning ANSI guidelines X3.182-1990 may be obtained from:

American National Standards Institute (ANSI)
 11 W 42nd St
 New York NY 10036-8002
 Telephone: (212) 642-4900
 Web site: web.ansi.org

Postal Routing Barcode Discount Requirements
<i>If your software supports the barcode discount, the discount must be taken off postage for each qualifying piece.</i>
PARCEL POST
Must have 50 Parcel Post pieces in the mailing to qualify for the \$.03 discount. This does not mean you must have have 50 barcoded machinable pieces, only a total of 50 Parcel Post pieces.
MEDIA MAIL
Must have 50 Media Mail pieces in the mailing to qualify for the \$.03 discount. This does not mean you must have have 50 barcoded machinable pieces, only a total of 50 Media Mail pieces.
LIBRARY MAIL
Must have 50 Library Mail pieces in the mailing to qualify for the \$.03 discount. This does not mean you must have have 50 barcoded machinable pieces, only a total of 50 Library Mail pieces.
BOUND PRINTED MATTER PARCELS
Must have 50 Bound Printed Matter parcels pieces in the mailing to qualify for the \$.03 discount. This does not mean you must have have 50 barcoded machinable pieces, only a total of 50 Bound Printed Matter parcels.
PostNet Barcode Discount Requirements
BOUND PRINTED MATTER FLATS
You must have 50 Bound Printed Matter Flats to qualify for the \$.03 discount. This total cannot include any Bound Printed Matter parcels to qualify for this discount. The discount is only to be taken on automatable pieces. Refer to DMM C820 for specificaitons.

ZIP Codes with No Confirmation Service		
All APOs/FPOs (090-098, 340, 962-966)		
96799		
96898		
96910-96970 (range includes some unused ZIP Codes)		
ZIP Code with Limited Confirmation Service		
96820 - OK for Delivery Confirmation except P. O. Box 29460 (Midway Atoll)		
Destinations with No Confirmation Service		
Destination	Abbrev	ZIP Codes
American Samoa: Manua Is. / Swain's Is. / Tutuila Is.	AS	96799
Baker Island		uninhabited
Guam	GU	96910-9, 96921-3, 96925-32
Howland Island		uninhabited
Jarvis Island		uninhabited
Johnston Atoll: East Is. / Johnston Is. / North Is. / Sand Is.		military base uses APO/FPO ZIP
Kingman Reef		uninhabited
Midway Atoll: Eastern Is. / Sand Is. / Spit Is.		PO Box 29460, Honolulu 96820-1860. Rest of ZIP 96820 is OK.
Navassa Island		uninhabited
Northern Mariana Islands:		
Rota Island	MP	96951
Saipan Island	MP	96950
Tinian Island	MP	96952
Palmyra Atoll		uninhabited
Wake Atoll: Peale Is. / Wake Is. / Wilkes Is.	HI	96898
Marshall Islands:		
Ebeye Island	MH	96970
Majuro Island	MH	96960
Palau: Koror Island	PW	96940
Micronesia, Federated States of:		
Chuuk (Truk) Island	FM	96942
Kosrae Island	FM	96944
Pohnpei Island	FM	96941
Yap Island	FM	96943
<p>Confirmation service is not available to the destinations listed above because</p> <p>The IRTs have not been updated yet to enforce this new rule.</p>		

Be aware that each of these 3 or 5-digit ZIP codes have been included in all of the MAC and MAC Gold tests.

Special Service	DMM Ref	First-Class Letters & Flats	First-Class Parcels	Priority	Pack. Serv. Flats	Pack. Serv. Parcels	RG	C	INS < \$50	INS > \$50	CM	RR	RD	RRM	DC	SC	COD	SH	PAL
RG	S911	Y	Y	Y	N	N						Y	Y		Y	Y	Y		
C	S912	Y	Y	Y	N	N						Y	Y						
INS < \$50	S913	Y ¹	Y ¹	Y	Y	Y								Y	Y	Y		Y	Y
INS > \$50	S913	Y ¹	Y ¹	Y	Y	Y						Y	Y	Y	Y	Y		Y	Y
CM	S914	Y	Y	Y	Y	Y												Y	Y
RR ²	S915	Y	Y	Y	Y	Y	Y	Y		Y			A		A	A	Y	A	A
RD	S916	Y	Y	Y	Y	Y	Y	Y		Y					Y	Y	Y	Y	Y
RRM	S917	N	N	Y	Y	Y			Y	Y					Y			Y	Y
DC	S918	N	Y	Y	N	Y	Y		Y	Y		Y ³	Y ³	Y				Y	
SC	S919	N	Y	Y	N	Y	Y		Y	Y			Y ³				Y		Y
COD	S921	Y	Y	Y	Y	Y	Y						Y		Y	Y		Y	
SH	S930	Y	Y	Y	Y	Y			Y	Y	Y			Y	Y	Y	Y		Y
PAL	S930	N	N	N	Y	Y			Y	Y	Y	Y ⁴	Y ⁴	Y		Y			

Chart reads left to right only

1. If it contains matter that may be mailed as Package Services.
2. When purchased at the time of mailing with C, COD, INS (more than \$50.00), RG.
Then you can add one or more of the following: DC, PAL, RD, SC, SH
"Y" indicates what is required in order to use RR "A" indicates what you can use after one of the services marked with "Y" has been selected.
3. If combined with INS for more than \$50.00, COD, or RG
4. If combined with INS for more than \$50.00

Special note - Piece that are insured for \$50.00 or less DO NOT assign an insurance article number to these pieces.
These pieces should be stamped insured. Make sure your software does not prompt the user for this number.

RG - Registered Mail - DMM S911	
Available Class(s)	First-Class Mail and Priority Mail Only
Additional Services	COD, DC, SC, RD, RR
Special Notes:	COD fee is a flat rate of \$4.00 regardless to the amount collected. Separate INS is not allowed. \$15,000,000.00 MAX

C - Certified Mail - DMM S912	
Available Class(s)	First-Class Mail and Priority Mail Only
Additional Services	RD, RR
Special Notes:	

INS - Insured Mail - DMM S913	
Available Class(s)	Package Servicess, First-Class Mail and Priority Mail (if it contains matter that may be mailed as Package Servicess).
Additional Services	DC, SC, PAL, SH, RD and RR if insured for more than \$50.00; RRM if insured for up to \$50.00
Special Notes:	RD, RR, and RRM insurance must be verified before being added. INS Max \$5000.00. Pieces insured for \$50.00 or less do not assign article numbers to these pieces. They are stamped insured only.

CM - Certificate of Mailing - DMM S914	
Available Class(s)	First-Class Mail, Priority Mail, and Package Servicess
Additional Services	PAL, SH,
Special Notes:	PAL can only be used with Package Servicess

RR - Return Receipt - DMM S915	
Available Class(s)	First-Class Mail and Priority Mail, Package Servicess
Additional Services	RR cannot be used alone. Must have one of the following services before RR can be used: CM, COD, INS (for more than \$50.00), RG. DC, PAL, RD, SC, SH
Special Notes:	

RD - Restricted Delivery - DMM S916	
Available Class(s)	First-Class Mail, Priority Mail, and Package Servicess that is being sent COD or insured for more than \$50.00.
Additional Services	DC, SC, PAL, SH
Special Notes:	

RRM - Return Receipt for Merchandise - DMM S917	
Available Class(s)	Priority Mail, Package Servicess
Additional Services	DC, INS (if insured for up to \$50.00), PAL, SH
Special Notes:	

DC - Delivery Confirmation - DMM S918	
Available Class(s)	First-Class Mail (Parcels), Priority Mail, Package Services (Parcels)
Additional Services	COD, RG, RD if purchased with INS (for more than \$50.00); RR if purchased with insurance (for more than \$50.00), RRM, SH
Special Notes:	Electronic and retail fee available.

SC - Signature Confirmation - DMM S919	
Available Class(s)	First-Class Mail (Parcels), Priority Mail, Package Services (Parcels)
Additional Services	COD, INS, RG, RD if purchased with INS for more than \$50.00, SH
Special Notes:	Electronic and retail fee available

COD - Collect on Delivery - DMM S921	
Available Class(s)	First-Class Mail and Priority Mail, Package Services
Additional Services	RD, RR, DC, RG, SC, SH
Special Notes:	Max amount to be collected \$1000.00. Fee determined by the amount to be collected, except if RG COD, then a fee of \$4.00 is charged. Not allowed to FPO/APO

SH - Special Handling - DMM S930	
Available Class(s)	First-Class Mail and Priority Mail, Package Servicess
Additional Services	COD, DC, SC, INS, PAL-Package Servicess only, RRM
Special Notes:	The Parcel Post nonmachinable surcharge is not charged on parcels sent special handling.

PAL - Parcel Airlift - DMM S930.2	
Available Class(s)	Package Services
Additional Services	CM, INS, RD (insured for more than \$50.00), RR (if insured for more than \$50.00), SH
Special Notes:	Package not to exceed 30 pounds or 60 inches in combined length and girth.

Special Service information may be obtained in DMM Module S.

Appendix D

101 Most Commonly Used Terms in Manifesting

Acceptance	Where a customer is presenting a mailing.
Article Number	Numbers assigned to identify special services.
ASF	<p>Auxiliary Service Facility – A mechanized facility, usually part of a general mail facility, that serves as a subordinate mail-processing hub for parent bulk mail centers.</p> <ul style="list-style-type: none"> • Parcels taken to these facilities are eligible for the Parcel Select rate. • The Phoenix ASF is the ONLY ASF at this time that the parcel barcode discounts can only be taken.
Automation - Automatable	Mail that can be scanned and processed by automated mail-processing equipment such as a barcode sorter.
Balloon Rate	<p>Publication 401 refers to Parcel Post and Priority Mail pieces that weigh less than 15 pounds but measure between 84" – 108" in combined length and girth are charged at the applicable rate for a 15-lb parcel. These pieces are indicated with and "X" by the class of mail. Example: 1PX, IMX, INX, BRX, BNX.</p> <p>This rate is to compensate for the space a large but light piece would take up.</p>
Barcode	<p>A series of vertical bars and spaces that represents any numerical series, most often a correct ZIP code for the delivery addresses on a mailpiece. The barcode facilitates automated processing by barcode readers and scanners. A barcode can be used to convey information for Delivery & Signature Confirmation services.</p> <p>Barcodes that may be used for postal processing are POSTNET, Interleaved 2 of 5, Code 39, Code 128 and UCC/EAN Code 128. See DMM and Pub 91 for specifications.</p>
Barcode Discount	In relationship to itemized single-piece mailings, the discount is a flat 0.03. Package Service Parcels with a correct and readable parcel routing barcode in a mailing of at least 50 pieces to each class such as 50 parcel post pieces or 50 media mail pieces can qualify for this discount. The barcode discount can also be taken on automatable bound printed matter flat pieces that bear a correct POSTNET barcode for at least a 9-digit ZIP code. For automation specifications refer to DMM C820 for flats and DMM C850 for parcels.
Batch Manifesting	Presorting non-identical size pieces using a permit imprint as the method of payment.
BMC	<p>Bulk Mail Center – A highly mechanized mail processing plant that distributes Standard Mail and Package Services in piece and bulk form.</p> <ul style="list-style-type: none"> • Parcels taken to these facilities are eligible for the Parcel Select rate.
Bound Printed Matter Flats	A subclass of Package Services that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory, or editorial matter (or a combination of such matter.) The dimension of the piece classifies the piece as a flat see DMM C050 for processing categories.
Bound Printed Matter Parcels	A subclass of Package Services that consists of permanently bound sheets of which at least 90% are printed with advertising, promotional, directory, or editorial matter (or a combination of such matter.) The dimension of the piece classifies the piece as a parcel. See DMM C050 for processing categories.

Business Mailer Support	Formerly known as the Rates and Classification Service Center (RCSC)
City State File	A comprehensive list of ZIP Codes and the city, county, and post office names and finance numbers associated with those ZIP codes.
Class of Mail	The class of mail is determined by its contents. See DMM Module C and Module E.
Class/Rate	Column heading on an itemized manifest to indicate the class or mail and rate that is being charged to a specific piece in the mailing. Example. If you used PP to indicate a piece as parcel post on a manifest it does not tell what rate chart was used to determine the postage. But if IM was used it would not only indicate the class of mail but also the rate. IM = Intra Machinable Parcel Post. A list of class/rate codes can be found in Pub 401.
COD (Collect on Delivery) Amount	This is the amount to be collected by the Postal Service upon delivery of an item. The fee for COD is based on the amount to be collected or the amount of insurance desired for that piece. The maximum amount that can be collected is \$1000.00.
Column Heading	The column heading identifies the contents of a column on a manifest. This must be present on all pages of a manifest (itemized and batch).
Combined Manifest Form 3877	This is a format designed to capture the manifest information and the Form 3877 log of special services data required in one document. If the combined form is not used separate manifest and Form 3877 must be presented with each mailing. Form 3877 is only used when special service fees are present.
Concatenated Barcode	Contains parcel barcode and confirmation barcode allowing a customer to receive the barcode discount and service on confirmation pieces without preparing a separate barcode for each.
Confirmation Number	This is the tracking number assigned to Delivery and Signature Confirmation. This number is shown as an article number on a manifest.
Country Code	A 2-digit alpha character used to indicate what country a package is being mailed to. The country code list can be found in publication 401. If preparing a combined domestic and international manifest the country code can be merged with the ZIP/Zone column. Example ZIP/Zone/Cntry Code.
Cumulative Charges	A running total of postage plus fees for each line on the manifest.
Cumulative Page Total	A running total of postage, weight, special service fees and cumulative postage or cumulative charges with ever is applicable.
Cumulative Postage	A running total of postage for each line on a manifest. This is only use on manifest that do not have special services.
Date of Manifest	This is that date the manifest was created. Not necessarily the date it is mailed.
DMM	Domestic Mail Manual – The USPS manual that contains the basic standards governing domestic mail classes and services and conditions governing their uses; and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service and other factors. Available at http://pe.usps.gov
Electronic Fee	A fee for special services that is available for certain special services. Before claiming these rates your software must create the required electronic data required. Refer to Pub 91 for details on electronic options for Delivery and Signature Confirmation.

Entry Facility (PVDS)	This is where your mail is being entered into the Postal Service. PVDS = Plant Verified Drop Shipment – Mail verified at the Post Office of Mailing and taken to another facility.
Exception Report	Used to identify pieces that were not processed as is on a MAC or MAC Gold test. Sample exception report is provided in this technical guide
Exhibit	Refers to sample reports in Pub 401. Used by the acceptance office to verify the documentation has been prepared correctly utilizes the exhibits.
Facsimile	An exact copy of a form produced by software. Used in place of printing data on preprinted forms.
Fee	A set amount charged for utilizing special services. When the term fee is used it is not referring to postage.
First-Class Mail	A class of mail that includes all matter wholly or partly in writing or typewritten, all actual and personal correspondence, all bills and statements of accounts, all matter sealed or otherwise closed against inspection. First-Class Mail comprises three subclasses: postcards, letters and sealed parcel, and Priority Mail. Any matter may be sent as First-Class Mail. First-Class Mail is a USPS registered trademark.
Flat-size mail	A mailpiece that exceeds on of the dimensions for letter-size mail but that does not exceed the maximum dimensions for this mail-processing category. The dimensions are slightly different for automation rate eligibility. It may be unwrapped, paper-wrapped, sleeve wrapped, or envelope. See DMM C050 for flat size minimums and maximums and see DMM C820 for automation eligibility.
IMM	International Mail Manual – The directive that contains postage rates and classification and other regulations for mailing bounds for countries. Available at http://pe.usps.gov
Indicia	An imprinted designation on a mailpiece that denotes postage payment (for example, a permit imprint in place of a postage stamp or meter strip)
Insured Value	The amount an item is insured for. The insured value can not exceed the actual value of a piece.
Integrated Barcode	A newly designed barcode that will capture information for more than one special service on one label in one barcode. Currently only available for confirmation services and insurance.
Inter BMC Rates	Rate that is determined for parcel post pieces that will be delivered outside of the BMC service area where mail is entered. Use the National Zone Chart to determine rate.
Intra BMC Rates	Rate that is determined for parcel post pieces that will be delivered within the BMC service area where mail is entered. Use the National Zone Chart to determine rate.
Itemized	Presorted or single piece manifests that list each piece in a mailing. Pieces not grouped or batched.
Labeling List	Contains valuable information for a variety of different uses from information that must be reflected on a tray or sack tag for presorted mailing to listing what ZIP codes qualify for DMBC rates. Refer to DMM Module L . Also available electronically at the NCSC.
Letter-Post	Term used for international letter mail

Letter-Size	A processing category of mailpieces, including cards, that do not exceed any of the dimensions for letter-size mail. See DMM C050 for dimensions.
Library Mail	A subclass of Package Services for items on loan from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. Books, sound recordings, academic theses, and certain other items may be mailed at the Library Mail rate if marked on the outside of the mailpiece as "Library Mail" or "Library Rate"
Local Zone	Determined by the finance number of a post office of mailing. If where you are mailing an item to and where you are mailing it from share the same finance number the item is eligible for the Local Zone rate. Finance numbers are located in the City State File.
MAC	Manifest Analysis Certification – A certification program conducted at the NCSC that certifies manifest mailing software. Currently offering certification for First-Class Mail (single piece only), Priority Mail, Package Services and International Letter-Post, Parcel-Post, and M-bags. All special services are available. MAC only certifies the manifest software through documentation provided by software developer.
MAC Gold	Manifest Analysis Certification – A certification program conducted at the NCSC that certifies manifest mailing system. Certification is determined by the software's ability to communicate correctly with scales, printers, and scanners that the software supports. MAC Gold certification is limited to non-content based mail at this time. First-Class Mail (single piece), Priority Mail, and Parcel Post with limited special services. Signature and Delivery Confirmation and Insurance using an integrated barcode only.
MAC Version Number or Software Version Number	This information is required on all manifests. Only utilize MAC Ver. Number on reports that have been MAC certified. Example. Do not reflect MAC Ver. Number on a Standard Mail manifest. There is NO MAC test currently available for Standard Mail so therefor it can not be MAC certified. For these manifests Software Ver. Number should be shown on the manifest.
Machinable	The capability of a parcel mailpiece to be sorted by mail processing equipment. Refer to DMM C050.
Manifest Mailing	An automated system that allows a mailer to document postage and fees for all pieces in a mailing paid via permit imprint. Publication 401 Guide to Manifest Mailing provides valuable information in developing manifest software.
M-Bags	A special direct sack for mailers who wish to send printed matter to a single addressee in other countries.
Media Mail	Subclass of Package Services that consists of books, sheet music, printed material, film, video-cassettes, CD-ROMs, or other computer-readable media.
Mixed Class Manifest	A manifest that has been formatted to include information about more than one class of mail allowing a customer to combine several classes of mail on the same manifest to meet minimums. The header on manifest includes a field for class of mail. If only one class of mail is being mailed on a manifest that field should specifically identify that class. If software is unable to reflect the correct verbiage the field should be left blank and the customer must write the class of mail on the manifest. If more than one class of mail is presented in the mailing the verbiage "mixed" may be used.

Mixed Processing Category	A manifest that has more than one processing category in a manifest. For example the mailing may be made up of letters, flats and parcels. If there is only one processing category in the manifest the Processing Category in the head must reflect that category such as "Flats". This indicates only flats are being mailed in this mailing. If software is unable to reflect the correct verbiage the field should be left blank and the customer must write the processing category on the manifest. If more than one class of mail is presented in the mailing the verbiage "mixed" may be used.
Multiple DBMC	Term used in MAC testing to indicate there will be more than one drop in the mailing. We will provide a test with many mailpieces. The software must determine which pieces would qualify for what BMC or ASF that has been selected.
MVRP - Minimum Volume Reduction Provision	Customer must be using MAC certified software to be part of this program. The program was designed to help mailers start shipping with the USPS. The program is divided into three different areas. Average – minimums may not be met on every mailing but an average of the manifests do meet the minimum. Ramp-Up – New businesses that need time to build up a customer base to meet the minimums. Aggregate – Companies in different locations that on their own do not meet minimums but all locations combined the minimums are met.
NCSC	National Customer Support Center – a USPS organization that provides information, services, and products (for example, zone charts, directories, software certification programs, software programs, testing of ZIP+4 code or delivery point code address matching software) that are designed to improve the quality of mail produced.
Nonmachinable	The incapacity of a mailpiece to be sorted on mail processing equipment because of size, shape, content, or address legibility. Such mail must be processed manually and a nonmachinable surcharge may apply.
Nonmachinable Surcharge	An additional amount of postage charged to pieces that must be processed manually.
Oversized Rate	Mailpieces that are at least 108" (but no more than 130") in combined length and girth pay an oversized rate. Mailpieces this size can only be mailed at the parcel post or parcel select rates.
Page Number	Page numbers are used to indicate the order of a particular document. Manifests Form 3877s and summaries should all include page numbers. Page numbers should start over for each document.
Page Total	Page totals are required for Barcode discount, Postage, Weight and Fees. If a cumulative postage or cumulative charges column is used only a weight and barcode discount totals are required.
Parcel	Mail that does not meet the mail processing category of letter-size or flat-size mail. It is usually enclosed in a mailing container such as a carton or box.
Parcel Post	A subclass of Package Services with rates based on weight, zone, delivery with a BMC or ASF, and on additional standards.

Parcel Select	A subclass of Package Services. Consist of items that would be mailed at the parcel post rate but are taken to a BMC or ASF and qualify for a lessor rate of postage.
Permit	Any authorization required for specific types of preparation or postage payment. Specifically, an authorization to mail without postage affixed by using indicia or an imprint. Payment is made against an advance deposit account that is established with the USPS for postage and special services
Permit Imprint	Printed indicia, instead of an adhesive postage stamp or meter stamp, that shows postage prepayment by an authorized mailer.
Permit Imprint Label	Shipping labels that include a permit indicia used to pay for postage instead of affixing postage to each individual mailpiece. Label must include, a complete mailing address, return address, piece ID number and correct verbiage in indicia. This technical guide gives approved format of this label.
Permit Number/Company Permit	A permit number that is assigned to you or your company at a particular Post Office. This number must be on all manifest documentation (manifest, postage statement, permit indicia).
Piece ID Number	A unique number that is assigned to each piece in a manifest. This number may be alphanumeric. If using an alphanumeric piece ID number the field must still sort ascending. The filed must be either left justified or be a set length in order to achieve the correct sort needed by the acceptance office.
Piece Value	This is the actual value of a mailpiece. This is used when processing pieces that are registered, Insured, and send COD. Registered fees are based on the value of the piece, Pieces can not be insured for more than the value of a piece. The MAC Department will utilize the piece value when creating pieces with COD.
Post Office of Mailing	This is where your permit is held. It may not be the same as the entry facility. For example. You may drop your mail at several different BMCs or ASFs but your permit is in another location. This information should be captured in the user set up. It is best to not assume that they will enter the mail in the same place the permit is being held.
Postage	Payment for delivery service that is affixed or imprinted to a mailpiece usually in the form of a postage stamp, permit imprint, or meter impression.
Postage Statement	Documentation provided by a mailer to the USPS that reports the volume of mail being presented and the postage payable or affixed, and certifies that the mail meets all the applicable eligibility for the rate claimed. Postage Statements are specific to each class of mail and can be found at http://pe.usps.gov then go to business forms.
Postal Explorer	Available on line at http://pe.usps.gov and on CD through the NCSC customer service. Contains electronic version of the DMM, IMM and many other postal publications. Mailer resources such as Business Mail 101 and Mailpiece Quality Control Program. Current postal rates and postage statements also available.
Postal Routing Barcode	A barcode based on the 5-digit delivery ZIP code. When applied to machinable parcels improves deliverability of the package and may qualify for a 0.03 discount per piece. DMM C850 for specifications.

POSTNET Barcode	POSTal Numeric Encoding Technology – The barcode system used by the USPS for translating ZIP code, ZIP+4 code, and delivery point code information into a machine-readable format that consists of a series of vertical full and half bars.
Priority Mail	A subclass of First-Class Mail that weighs more than 13 oz. And usually consists of flats and parcels. It provides faster delivery than Parcel Post. At a mailer's option, mail weighing less than 13 oz. May be sent at the Priority Mail Rates. Any matter may be sent as Priority Mail except items that are considered oversize in dimensions over 84" but not more than 108" in combined length and girth, these items must be mailed at the Parcel Post rate. Priority Mail is a USPS registered trademark.
Processing Category	Defines the size and shape of a mailpiece. Example: Letters, Flats, Machinable Parcels, Non-machinable parcels, irregular parcels. See DMM C050.
PS Form 1357	Request for computer access form. Must be completed and processed by the USPS in order to transmit electronic files to the USPS and to obtain access to the USPS server.
PS Form 3152	Confirmation Services Certification form. Provided to individuals or companies that have been certified to use the electronic options for Delivery and Signature Confirmation. Customers utilizing a MAC Gold certified system will automatically receive this form from the MAC Department when MAC Gold Mailing Application, 1357 and MAC Gold Mailing Agreement has been processed.
PS Form 3877	Firm Mailing Book for Accountable Mail – Mailpieces on a manifest that include special service fees must be listed on this form. Also referred to as a log of special services.
Publication 401	Guide to Manifest Mailing System (MMS) – A USPS publication containing rules and guidelines for manifesting both itemized and batch manifests.
QRT - Quick Response Team	A group of people in the field that are responsible for resolving manifest mailing issues in a timely manner.
Rate and Fee Codes	Standardized codes listed in Publication 401 that represents each class of mail and special service that can be manifested. MAC and MAC Gold must use these codes in order to obtain certification.
Retail Fee	Fees charged to Delivery and Signature confirmation pieces that are not transmitted to the Postal Service electronically.
Sequence Number	A unique number assigned to a manifest and corresponding documentation for that manifest such as summaries and postage statements. This number should be computer generated.
Single Class	Indicating only one class of mail is processed on a particular manifest. That class must be reflected in the class of mail area on the header of a manifest. If software is unable to determine the class the field should be left blank and the customer must write this information on the manifest.
Single DBMC	Verbiage used in MAC testing. Refers to a mailer who will only be dropping mail to one BMC. Example: A mailer in Memphis opts to take his mail to the Memphis BMC to qualify for lower rates but has no intentions of trucking the mail to other BMCs.
Special Service	A mail service for a fee in addition to required postage that includes registered mail, certified mail, insured mail, COD, PAL, and return receipt. Special services must be recorded on separate PS Form 3540-S for each class of mail.
Standardized Label	Label format that must be used in MAC Gold. Samples of this form can be found in this technical guide.
Summary	Summaries must be prepared if more than one class of mail is presented on a manifest. The summary must be formatted in the same fashion as the postage statement. Totals from the postage statement, summaries and manifest must all reconcile.

Total Charges	A combination of postage and fees for each piece.
Unzoned	Used to identify pieces that zones are not needed in order to determine postage. For example, Priority Mail that weighs less than 1lb and rates for media mail, library mail, and First-Class Mail.
User Set Up	The area in the software that is used to set up a mailers shipping information such as mailers name, address, permit number, duns number etc.
Verification	The process used by the USPS to verify a mailing. A sampling process that is determined by the sampling worksheet provided in Pub 401. Samplings are preformed to make sure proper preparation and postage is being paid for a mailing.
Weight	Column on a manifest that is used to capture the weight of a single mailpiece. Page and Cumulative totals are required. The actual weight should be reflected for each piece.
ZIP/Zone	Column heading that contains the ZIP code where the piece is being mailed and the applicable zone if being mailed as a class of mail that is zoned to figure postage.
ZIP/Zone/Country Code	Column heading that contains the ZIP code where the piece is being mailed and the applicable zone if being mailed as a class of mail that is zoned to figure postage. If the piece is an international piece the country code would be reflected in this column. The country code was added to this column to save space on a manifest.
Zone chart	A chart used to determine zones. Zones are determined from the 3-digit ZIP mailing from and 3-digit mailing to. This date is available electronically through the NCSC at 901-681-4473. Single page zone charts are available at http://pe.usps.gov . DMM G030.
Zoned	Refers to classes of mail that need a zone to determine postage.